



Mbhashe
Local Municipality
Willovale | Dutywa | Elliotdale

All correspondence must be directed to the
office of the Municipal Manager.
454 Streatfield Street, Dutywa
Eastern Cape Province
Tel: 047 489 5800
Email: info@mbhashemun.gov.za
www.mbhashemun.gov.za

REF No. 4/1/2/6

EXTERNAL ADVERTISEMENT

Mbhashe Municipality is a Category B, grade three municipality comprising of Elliotdale, Willowvale, and Dutywa and surrounding rural areas in terms of the Municipal structure Act. It is situated in the North Eastern Cape, is looking for suitably qualified, motivated and committed individuals to fill the following position:

Post	: Manager: Revenue & Expenditure
Duration	: Permanent
Remuneration	: Task Grade 16: Annual Salary Scale (R606 705- R787 539.00) plus municipal benefits

Requirements:

Qualifications: B Degree in Accounting and Finance or Equivalent (NQF 6) qualification. Minimum work experience of 4 years in financial management. Certificate in Municipal Finance Management or Accounting/Finance honors will be an added advantage. Applicant must have Minimum Competency Certification in Municipal Finance Management Programme (MFMP/CMMD), and/or must complete the certificate within 18 months from the date of appointment. In depth knowledge of Legislation and Local Government financial practices and policies. In depth knowledge of municipal revenue management, expenditure and Valued-Added Tax Act. Advanced computer skills preferably in Excel, Word and PowerPoint, report writing skills as well analytical and communication skills and presentation skills. Ability to work under pressure and to meet tight deadlines including high level of responsibility. People and Client Management experience. Good interpersonal and customer service skills. Valid vehicle driving license Code 8/EB.

Key Performance Areas:

- Manage and coordinate the functions in revenue and expenditure management.
- Manage and coordinate collection of monies due to the municipality.
- Manage municipal investment portfolio.
- Monitor and review of bank reconciliation.



"Iifa lethu elixabisekileyo iyinkqubela"



Mbhashe Local Municipality



www.mbhashemun.gov.za



- Implement controls to monitor debtor accounts, alerting users to activate or seek approval on specific debt recovery sequences.
- Directing the debtor transactional processing sequences attending to approval requirements for settlement provisions, updating and reconciliation of revenue accounts and the preparation of financial reports reflecting the Municipality's revenue status.
- Overseeing the overall transactional recording of revenue related transactions to ensure their appropriateness.
- Oversee tasks associated with the provision of Free Basic Services to communities.
- Oversee the strategical plan pertaining Free Basic Services.
- Implement council policies relating financial management.
- Liaising with customers and working closely with the debt collector.
- Ensure credit and debt collection policies are followed and implemented.
- Management coordination of personnel in the debt recovery and revenue section.
- Perform any other related duties as instructed by supervisor.
- Attend to audit queries and participate in policy formulation.

Post	: Manager: Administration
Duration	: Permanent
Remuneration	: Task Grade 15: Annual Salary Scale (R538 856- R699 470.00) plus municipal benefits

Requirements:

Qualifications: Grade 12, National Diploma/ Bachelor Degree in Public Administration/ Public Management/ Building/ Any relevant Qualification in the Built Environment. Minimum of 3 years work experience in a municipal environment. In depth knowledge of Legislation and Local Government practices and policies. Report writing skills ,analytical and communication skills and presentation skills. Ability to work under pressure and to meet tight deadlines including high level of responsibility. People and Client Management experience. Valid vehicle driving license Code 8/EB.

Key Performance Areas:

- Manages the provision of administrative support to Council and its Committees
- Directs and controls the Key Performance Indicators and outcomes of personnel within the Council support, Municipal Facilities, Auxiliary services and Reception.



"Ilifa lethu elixabisekileyo liyinqubela"



Mbashhe Local Municipality



www.mbashemun.gov.za





Mbhashe
Local Municipality
Willovale | Dutywa | Elliotdale

All correspondence must be directed to the
office of the Municipal Manager.
454 Streatfield Street, Dutywa
Eastern Cape Province
Tel: 047 489 5800
Email: info@mbhashemun.gov.za
www.mbhashemun.gov.za

- Manages the implementation of financial controls/ procedures and provides information to support financial planning sequences.
- Directs and controls outcomes associated with utilisation, productivity and performance of personnel within the Administration Section
- Builds and maintains relationships with internal and external stakeholders
- Identifies and defines the immediate, short and long term objectives and plans associated with the sections
- Manages and directs procedural applications associated with the operations of the Community Facilities
- Manages Municipal facilities activities
- Overseeing the preparation of tender documents and procurement processes
- Manages and directs the maintenance and cleaning of municipal buildings
- Oversees building projects and renovations
- Oversees that facilities meet government regulations, health and safety standards
- Oversees that basic facilities such as water and heating are well maintained
- Manages and directs procedural applications and activities associated with cleaning of municipal building
- Directing the need for the purchase of custodial supplies required for a proper maintenance of municipal facilities
- Manages and monitors the provision of an effective and efficient reception and switchboard services.

Kindly submit your application with the following documents:

Applicants must attach application form obtainable from Mbhashe Local Municipality website accompanied by recent Curriculum Vitae as well as originally certified copy of an identity Document, originally certified copy of education qualifications, originally certified copy of valid driver's license where applicable and a proof of residence not older than three months. (No copies of certified copies allowed, certification should not be more than six months old).

Please note that failure to submit all the requested documents and incomplete, late, faxed and e-mailed application will result in the application not being considered. Fraudulent qualifications and CANVASSING of Councilors and Officials will disqualify an applicant with



"Iifa lethu elixabisekileyo liyinkubela"



Mbhashe Local Municipality



www.mbhashemun.gov.za



immediate effect. Council will not be responsible for original documents sent with application. Persons with disability are encouraged to apply.

For the attention of:

or hand delivery to

The Human Resources Office

the Reception

PO Box 25, Idutywa 5000

454 Streatfield Street, Idutywa, 5000

Enquiries should be directed to Ms. N. Mahlathi-Nkuhlu at 047 489 5800/5809

IMPORTANT NOTICE TO APPLICANTS: Mbhashe Municipality Council is committed to the provisions of Employment Equity Act No 55 of 1998 for the advancement of previously disadvantaged and disabled persons. Should the candidates not be informed of the outcomes of their applications within 30 days after the closing date, they may regard themselves as having been unsuccessful

Shortlisted candidates will be subjected to qualifications verification process, security-vetting clearance. Successful candidates will be required to disclose their financial interest and sign a performance plan.

Date advertised: 23 October 2023

Closing date : 01 November 2023 not later than 15H30

Should you be interested in the post, please visit Mbhashe Local Municipality website at

www.mbhashemun.gov.za

Recommended by: N. Mahlati-Nkuhlu

Senior Manager: Corporate Service

Approved by : M. Nako

Municipal Manager



"Iifa lethu elixabisekileyo liyinkqubela"



Mbhashe Local Municipality



www.mbhashemun.gov.za

