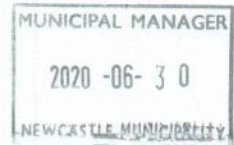




DIRECTORATE : HUMAN RESOURCES

Strategic Executive Directorate : Corporate Services

TO : Acting Municipal Manager
SED : Development Planning & Human Settlements
SED : Budget and Treasury Office
SED : Technical Services
SED : Corporate Services
SED : Community Services
Chief Audit Executive
FROM : SED : Corporate Services
REF NO : HR 5/3/2/1
ENQUIRIES : M J Dladla
DATE : 25 June 2020



INTERNAL MEMORANDUM

HR CIRCULAR NO. 15/2020 : ADVERTISEMENT OF VACANCIES

Attached please find an advertisement for vacancies for distribution to all personnel in your department.

Please note that receipt of all internal applications for vacancies must be acknowledged by the Human Resources department, the latter cannot be held responsible for any application that might go amiss.

Kindly note that all CV's submitted by hand to the Human Resources Department will be signed for as proof of receipt of the application.


M J DLADLA
DIRECTOR : HUMAN RESOURCES


DR N Y MBATHA-MAHLUBI
SED : CORPORATE SERVICES

NEW/CASTLE MUNICIPALITY VACANCIES

The following vacancies exist in the department as mentioned hereunder :-

DEPARTMENT: BUDGET AND TREASURY OFFICE

MANAGER : RATES AND VALUATIONS : POST ID : BTO210

Position	MANAGER : RATES AND VALUATIONS
Remuneration	R910 608,01 per annum (Total Cost to Council)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) plus a National Diploma or Degree in Finance or equivalent. • Valid driver's license. • This post requires sound knowledge and understanding of GRAP standard and local government legislation. • Minimum Competency Certificate in Finance in terms of the Municipal Regulations on Minimum Competency Levels as prescribed by National Treasury.
Experience	<ul style="list-style-type: none"> • 5 Years' experience in local government of which 3 years' must be at a supervisory level.
Responsibilities	<ul style="list-style-type: none"> • Managing the section through analysing and aligning operating capacity and capabilities in accordance with the relevant procedures and legislation. • Analysing income trends and compiling the forecast for inclusion in the consolidated budgets. • Comparing actual income levied to the consolidated budgets for relevant adjustment in the mid-year review. • Internal and external reporting with regard to providing responses to Parliamentary questions, Non-Financial Census, etc. • Preparation of financial reports for submission to the Finance Portfolio Standing Committee, Exco and Council as required, and workshops. • Preparing motivations and relevant documentation related to vacancies and new positions required and participating in the recruitment and selection process for the filling of vacancies to complement functional objectives and requirements. • Monitoring training interventions required for staff and analysing statistical information provided by Human Resources to evaluate such data to identify occurrences of abuse and to address deviations through the implementation of corrective measures together with Human Resources. • Supervision and mentoring of subordinates. • Ensuring that the debtors control balances and monthly reconciliations of various suspense and income votes, are performed on a monthly basis relevant to rates. • Implementing control's to monitor debtor accounts on an ongoing basis. • Co-ordinating and guiding specific deadlines and financial reporting sequences associated with the entire billing process. • Co-ordinating the audit and legal compliance exercises, checking and verifying information/records submitted satisfies the scope of requirements. • Manage relevant customer correspondence and query process efficiently and effectively and assist when the need arises. • Plan the timetable and operational plan for billing and related processes for the year. • Authorization of various documentation and processes including being a Cheque signatory to Municipality's bank accounts. • Preparation of various year end calculations and journals, reconciliations and schedules for inclusion in the AFS working papers file. • Monitoring and implementation of the general valuation rol processes, interim valuation processes and adherence to the MPRA and other legislative processes.
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Advertiser / Newcastle Municipal Website

MANAGER : BUDGET PLANNING AND IMPLEMENTATION : POST ID : BTO90

Position	MANAGER : BUDGET PLANNING AND IMPLEMENTATION
Remuneration	R910 608,01 per annum (Total Cost to Council)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) plus a National Diploma or Degree in Accounting/Finance or any other relevant qualification majoring in accounting subjects. • Valid driver's license. • Minimum Competency Certificate in Finance in terms of the Municipal Regulations on Minimum Competency Levels as prescribed by National Treasury.
Experience	<ul style="list-style-type: none"> • 5 Years' experience in Local Government of which 3 years' must be related to budget management at supervisory level
Responsibilities	<ul style="list-style-type: none"> • Maintenance of effective Budget Office. • Coordination and Implementation of annual budget, draft budget and adjustment budget in line with the MFMA and its regulations, circulars as prescribed. • Ensure that Council approve the credible and mSCOA compliant budget. • Enforce Compliance with the MFMA and all other regulated prescripts. • Compilation of reports and financial comments to Council and to departments on budget related items. • Enhancement of the financial system as and when required, ensuring that amendments to the system are correctly implemented. • Ensure general compliance with applicable legislation and Council / Exco resolutions. • Implement departmental policies and procedures applicable to management accounting (planning and budgeting). • Resolve internal audit and external audit matters with specific reference to budget management and implementation. • Implement and resolve matters on risk registers with specific reference to budget management and implementation. • Provide any information and advice required by senior management, Council and external stakeholders on budget matters. • Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. • Determine workflow requirements and implement operational plan of the budget office. • Monitor performance of employees and determine training needs.
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Advertiser / Newcastle Municipal Website

MANAGER : CONTRACT AND DEMAND MANAGEMENT : POST ID : BTO20

Position	MANAGER : CONTRACT AND DEMAND MANAGEMENT
Remuneration	R910 608,01 per annum (Total Cost to Council)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) plus a National Diploma or Degree in Supply Chain Management or any other relevant qualification. • Valid driver's license. • Certificate in Municipal Management Programme • Computer Literacy
Experience	<ul style="list-style-type: none"> • 5 Years' experience in Local Government Finance, of which 3 years' must be related to contract management at supervisory level.
Responsibilities	<ul style="list-style-type: none"> • Manage the demand function of supply chain management ensuring that the highest ethical standards are maintained and the credibility and integrity of the supply chain management function is not compromised. • Responsible for analysing past expenditure per vote to understand future needs and make forecasts of future requirements accurately. • Responsible for the co-ordination of demand management across functional departments and end users to ensure that goods and services are quantified, budgeted for and timely and effectively delivered at the right locations and at the critical dates and are of appropriate quality and a fair cost. • Responsible for the compilation of the required specifications to ensure needs are met and to calculate economies of scale in acquisitions of a repetitive nature.

	<ul style="list-style-type: none"> • Responsible for compiling reports on industry analysis on innovations and technological benefits and compiling reports on feedback from role players. • Responsible for expenditure, commodity and industry analysis on an on-going basis and a total needs analysis annually. • Responsible for the compilation of the required specifications, ensuring that evaluation and adjudication criteria and general conditions of contract are in accordance with applicable legislation and that indicators measuring performance, for part of all relevant contracts. • Responsible for conducting empowerment impact of projects. • Attending meeting as directed by the CFO. • Standing member and chairperson of the Bid Specification Committee. • Responsible for co-ordinating and liaising with all role players within the municipality on demand management issues. • All other duties required to ensure the smooth running of the demand function, as directed by the Manager: Supply Chain Management Unit, within the Municipality.
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Advertiser / Newcastle Municipal Website

ACCOUNTANT : BUDGET COMPILATION AND IMPLEMENTATION : POST ID : BTO91

Position	ACCOUNTANT : BUDGET COMPILATION AND IMPLEMENTATION
Remuneration	R397 677,73 per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) plus a National Diploma in Accounting or other relevant qualification
Experience	<ul style="list-style-type: none"> • 3 – 4 Years' relevant experience in Local Government of which 2 years must be related to budget implementation at a supervisory level
Responsibilities	<ul style="list-style-type: none"> • Assisting the budget manager in the Planning, Coordination and Implementation of annual budget, draft budget and adjustment budget in line with the MFMA and its regulations, circulars as prescribed. • Ensure budget is approved in the prescribed format • Assist in ensuring that Council approve the credible and mSCOA compliant budget. • Assist the budget manager in enforcing Compliance with the MFMA and all other regulated prescripts. • Assist the budget manager with the creation of credible vote structure of the municipality. • Ensure preparation and compilation of the MFMA monthly, quarterly and annually reports in conjunction with the verification and collection of information from various sources of the annual and interim financial statements relevant to the report and its supporting documents. • Involved in the medium term budget policy statement (MTREF) compilation, submissions and distribution of the budget document. • Ensure preparation, verification of collection of information from various sources (municipal departments, gazettes, DORA, National Treasury notices, etc.) for the annual and adjusted budget submissions. • Monitor the budget implementation within votes of the municipality guided by relevant budget policies and prescripts. • Preparation of information required for Service Delivery and budget Implementation Plan (SDBIP) on a monthly and quarterly relevant to our section. • Compiling of all budget related reports as may be required by different stakeholders. • Ensuring budget is used for intended purposes, always ensuring that the risk of unauthorized expenditure is eliminated. • Assist the budget manager with internal and external audit functions and responses on management letter queries and reports. • To provide supervision to subordinate staff members.
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Advertiser / Newcastle Municipal Website

ADMINISTRATIVE OFFICERS (X2) : POST ID'S : BTO92 AND BTO94

Position	ADMINISTRATIVE OFFICERS (X2)
Remuneration	R299 188,43 per annum (Task Grade 11)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) plus a National Diploma in Accounting /financial management. • Accounting as a subject will be an added advantage. • Advanced Excel and understanding of MSCOA
Experience	<ul style="list-style-type: none"> • 2 Years' relevant experience
Responsibilities	<ul style="list-style-type: none"> • Assist during the budget process with co-ordination, capturing, analysing the budget inputs from departments. • Scrutinization of budget and applicable data strings prior to approval approval. • Assist in ensuring that the credible vote structure is created and maintained. • Assist with the mSCOA implementation. • Preparation of budget documents. • Prepare and compile of the MFMA monthly, quarterly reports. • Preparation and analyzing of all departmental budget performance reports. • Capturing of virements and journals. • Assist during audit process related to budget implementation. • Monitor the budget implementation within votes of the municipality guided by relevant budget policies and prescriptions. • Provide evidence during audit and information required for Service Delivery and budget Implementation Plan (SDBIP) on a monthly and quarterly relevant to our section. • Assist in analyzing before submission or in receipts, all budget related reports as may be required by different stakeholders. • Ensuring budget is used for intended purposes, always ensuring that the risk of unauthorized expenditure is eliminated.
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Municipal Website

CLERK : ASSETS MANAGEMENT : POST ID : BTO104

Position	CLERK : ASSETS MANAGEMENT
Remuneration	R177 580,25 per annum (Task Grade 7)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) • Computer Literate • Accounting as a subject will be an added advantage
Additional Qualifications	<ul style="list-style-type: none"> • Understanding Grap 17
Experience	<ul style="list-style-type: none"> • 1 Year relevant experience in local government
Responsibilities	<ul style="list-style-type: none"> • Providing assistance and support to the Accountant. • Identifying new assets acquired by the Municipality. • Barcoding new assets when they arrive. • Keeping track of movable assets (asset transfers). • Identifying assets which needs to disposed if they are no longer needed. • Filing of documents relating to assets procured. • Issuing of inventory assets list to all offices. • Physical verification of all movable assets. • Prepare documentation supporting acquisitions, transfers and disposals. • Obtain supporting documentation and updating the WIP Register.
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Municipal Website

Detailed CV's can be forwarded to the Directorate : Human Resources, Tower Block, 5th floor, Office no B560, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the SED : Budget and Treasury Office, Mr M S Ndlovu at 034 – 328 7807.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate : Human Resources will not accept responsibility for information not mentioned in applications.
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo a proficiency test.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representativity through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to disclose all financial interest and will be subjected to competency assessment.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

NB : AFRICAN FEMALES ARE ENCOURAGED TO APPLY.

CLOSING DATE : 17 JULY 2020