



NEWCASTLE MUNICIPALITY VACANCIES

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

DEPARTMENT: BUDGET & TREASURY OFFICE

Position	SENIOR CONTRACT PRACTITIONER : POST ID: BT070
Remuneration	R516 515,48 per annum (Task Grade 14)
Qualifications	<ul style="list-style-type: none"> • Grade 12 / Matric • National Diploma or Degree in Supply Chain Management, Accounting, Commercial Law or equivalent qualification plus MFMP • Valid Driver's License
Experience	<ul style="list-style-type: none"> • 4 Years relevant experience
Responsibilities	<ul style="list-style-type: none"> • Coordinates the implementation of functional procedures, systems and control associated with the key performance areas and result indicators of the functionality to ensure financial and audit procedure regulating procurement are implemented, monitored and complied with, minimizing risks to council • To supervise and render a contract administration service through the monitoring, reporting, and execution of amendments, additions, adjustments, variations, and addendum to contracts. • Development of all contract / Services Level Agreements for the appointed services providers. • Maintain and update supplier contract register for all contracts secured through an SCM process. • Develop and maintain contract file for each contract enlisted in the contract register. • Monitoring and reporting on the use of approved panels and framework contracts. • Maintain and reporting on commitment register for both capital and operational contracts. • Compile, maintain and report on irregular, fruitless & wasteful and unauthorized expenditure on monthly basis. • Controls the key performance areas and critical outputs of personnel within the branch to ensure acceptable performance levels are sustained and adequate direction provided enabling the section to accomplish laid down objectives. • Checks and verifies compliance and procedural requirements prior to the processing transactional information to ensure information and / transactional activities relating to the function are verified and anomalies rectified supporting compliance with laid down accounting and financial procedures. • Executes applications and processes associated with the recording and reconciliation of accounting records accurately reflect balances and entries of activities. • Prepare contract management reports for National and Provincial Treasury as and when required. • Development supplier performance monitoring tools and conduct supplier performance reviews as part of contract and performance management. • Ensure all contractual bid requirements are included on all items of reference before advertising of the bid.

Position	MANAGER : CONTRACT & DEMAND MANAGEMENT : POST ID: BTO20
Remuneration	R670 484,87 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none"> • Grade 12 / Matric • National Diploma or Degree in Supply Chain Management, Accounting, Commercial Law or equivalent qualification plus MFMP • Valid Driver's License
Experience	<ul style="list-style-type: none"> • 5 Years relevant experience
Responsibilities	<ul style="list-style-type: none"> • Manage the demand function of supply chain management ensuring that the highest official standards are maintained and the credibility and integrity of the supply chain management function is not compromised. • Responsible for analysis 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 that goods and services are qualified, 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 respective nature. • 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 empowering impact projects. • Attending meeting as directed by the CFO. • Standing member and chairperson of the Bid Specification Committee. • Responsible for coordinating 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.
Position	ACCOUNTANT : ASSETS REGISTER : POST ID : BTO207
Remuneration	R458 749,97 per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • National Diploma or Degree in Accounting, Cost Accounting or any other relevant qualification • Valid drives license
Experience	<ul style="list-style-type: none"> • 4 Years relevant experience
Additional requirements	<ul style="list-style-type: none"> • 8 years in local government and 2 years supervision experience • 5 years Phoenix system exposure
Responsibilities	<ul style="list-style-type: none"> • Oversee Movable Asset Control • Evaluating the capability of service providers and suppliers to meet the demand and supply requirements of the Municipality pertaining to Movable Assets • Oversee the bar coding of movable assets on delivery to ensure assets can be identified as Council Property. • Consider consolidated inventory lists pertaining to movable assets and seek approval from the Asset manager. • Consider report on the reconciled asset register (movable assets). pertaining to insurance, give corrective inputs and seek approval from the Asset Manager. • Prepare consolidated reconciliation report of the Asset Register (Movable Assets) and the General Ledger.

	<ul style="list-style-type: none"> • Give corrective inputs and seek approval from the Asset Manager. • Oversee the compilation of disposal of movable assets according to the Supply chain Management Act • Consider recommendations on appropriate movable asset minimization methodologies/ approaches aimed at reducing movable asset stock piling and cost, give corrective inputs consolidate information and make further recommendations to the Asset Manager.
Position	ACCOUNTANT : ASSETS REGISTER : POST ID : BTO 201
Remuneration	R458 749,97 per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none"> • National Diploma or Degree in Accounting or equivalent qualification • Valid drivers license
Experience	<ul style="list-style-type: none"> • 4 Years relevant experience
Experience	<ul style="list-style-type: none"> • 8 years in local government and 2 years supervision • 5 years Phoenix system exposure
Responsibilities	<ul style="list-style-type: none"> • Execute the key performance and result indicators associated with immovable asset management functionality through the implementation of laid down policies, procedures and controls. • Coordinate and control Councils immovable assets according to specific accounting procedures associated with acquisition and disposal. • Control, update, maintain and reconcile the various asset registers (property asset/infrastructure and community asset etc.) in accordance laid down policies, procedures and control. • Prepare monthly reconciliations of registers. • Fixed Assed accounting. • Asset capitalization. • Asset values. • Capital Project forecasting. • Custodian of Work-in-progress. • Update fixed asset registers with additions, write offs and disposal. • Calculations on monthly depreciation.
Position	JUNIOR ACCOUNTANT CREDIT CONTROL AND DEBT MANAGEMENT: POST ID : BTO262
Remuneration	R407 462,85per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • National Diploma or Degree in Accounting, Financial Management or relevant qualification • Valid drivers license
Experience	<ul style="list-style-type: none"> • 3 Years relevant experience
Additional Requirements	<ul style="list-style-type: none"> • High Ethical Standards • The Applicant must be able to speak English and at least one of the other official South African Languages

Responsibilities	<ul style="list-style-type: none"> • Implementing controls regarding credit control functions and debt management in line with council policy and procedure. • Preparation of electricity disconnections lists and water restrictions lists. • Management of indigent process and approval of indigent application. • Preparation of a list of accounts for checking prior to disconnections. • Interacting with the internal/external auditors and make available information, supporting documentation and proof of approval guiding specific recordings, adjustments and allocation of account receivable transactions. • Authorization and updating of input and journal documents. • Implementing and monitoring of controls to ensure collection of old debt. • Assessing internal controls in debt collection section and provision of policy/procedures to improve any identified weakness. • Supervision of the clerks and subordinates in respect of credit control and debt collection. • Addressing workplace conflict/conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures. • Establishing the adequacy of personnel against agreed outcomes and motivating the immediate superior for additional resources, when necessary. • Assist with any other work given in the Income Section
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Municipality Website

Detailed CV's can be placed in the box with the Security: Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the SED : Budget & Treasury Office : Mrs. PHZ Kubheka at 034-328 7600

- 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 representatively 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.
- **The attached application form for employment must be completed in full, accurately, and legibly.**
- **All information relevant to a candidate must be provided on this form.**
- **Any additional information may be provided on the cv.**

CLOSING DATE : 28 JULY 2023

