



# THEMBISILE HANI LOCAL MUNICIPALITY

## CORPORATE SERVICES DEPARTMENT SECRETARY TO MANAGER CORPORATE SERVICES

Salary: R 236 069 – R 306 421 pa. (Excluding benefits) Task Grade 9.1

**Requirements:** Grade 12, Diploma in secretarial/Office Administration or equivalent qualification. Must have two to three years secretarial experience. Computer literacy in Word, Excel and PowerPoint, good communication and interpersonal skills. Strong sense of responsibility. Preciseness' and accuracy.

**Key Responsibilities:** Take responsibility of administration in the Manager: Corporate Office-i.e. travel arrangements/accommodation/transport service/ typing/faxing management of the diary/ document distribution/ compiling of POE's & visitors care. To assist with secretariat services in respect of meetings chaired by Manager Corporate. To follow up submissions, documents, briefing notes, etc. as determined by Manager. Liaison between administration office and other departments.

## FINANCE DEPARTMENT ASSISTANT MANAGER: EXPENDITURE

Salary: R541 383 – R 702 750 pa. (Excluding benefits) Task Grade 15.1

**Requirements:** Grade 12/Senior Certificate, National Diploma/BCom Degree or equivalent majoring in Accounting/Financial management. Minimum of five (5) years 'relevant experience of which 2 years must be at middle management level with Payroll system experience. Knowledge of the Local Government sector and understanding of MFMA and applicable municipal legislation. Planning and organizing and leadership skill. Competency in the use of computers especially in Excel, Power Point, Outlook, Internet. A valid Code 8 driver's license, Planning and organizing skills, Administrative skills • Good Communication Skills, Willingness and readiness to work long hours and under pressure, Strong leadership / supervisory skills, Candidate must be strategic in leadership / management style, Report writing and problem solving skills

**Key Responsibilities:** Manage the expenditure and payroll unit within the Municipality, Oversees expenditure accounting and payroll within the municipal ledger accounts, Prepare reports to internal and external use, Contributes to the monitoring, design, review and implementation of internal controls, policies, procedures and systems. Ensuring that payments to suppliers and staff are processed in accordance with agreed procedures. Ensuring that financial information relating to councillors allowances and staff salaries are recorded in municipal financial ledgers timely and accurately. Prepare reconciliations on all ledger accounts on time. Assist with preparation of the AFS. Respond to the Internal Audit and Auditor General queries and requirements.

## SENIOR ACCOUNTING CLERK: SUPPLY CHAIN

Salary: R 236 069 – R 306 421 pa. (Excluding benefits) Task Grade 9.1

**Requirements:** Grade 12/Senior Certificate, National Diploma in Logistics, Accounting, Local Government Finance or equivalent. Minimum of 2-3 years' experience in Financial Management / Supply Chain Management or Procurement. Knowledge of the Local Government sector and understanding of MFMA and applicable municipal legislation. Competency in the use of computers especially in Excel, Power Point, Outlook, Internet and good knowledge of Municipal financial system. Valid Code 8 or 10 driver's license.

**Key Responsibilities:** Render demand and acquisition clerical support, control turnaround time of acquisition and orders, Monitor GRV validation by buyers, Check and verify orders for goods, facilitate procurement process for formal tenders; tender opening. Provide secretariat or logistic support during the bid consideration and contract conclusion process

## MUNICIPAL MANAGER'S OFFICE PMS COORDINATORS X2

Salary: R 265 789– R 344 994 pa. (Excluding benefits) Task Grade 10.1

**Requirements:** Grade 12, National Diploma in Human Resources Management /Public Management or Developmental studies or equivalent relevant qualification. Minimum of 2-3 years' experience in the field of performance management. Monitoring and evaluation knowledge. Communication & presentation skills. Basic research and data analysis. Knowledge of legislations relevant to Performance management. Ability to work under pressure. Computer literacy and code EB driver's licence.

**Key Responsibilities:** Coordinate and motivate staff in relation with performance issues. Monitoring of local service delivery performance standards. Coordinate development and implementation of monitoring systems for departmental performance indicators and standards, including ensuring data quality and compliance with internal and external audit requirements. Assist in preparation and submitting of reports to council, Mayoral and oversight committees. Provide training and guidance to developmental staff on performance and service improvement. Develop and coordinate departmental consultation activity and liaise with managers to ensure the outcomes of consultation are used to inform service improvement. Capture and review the performance agreements, Performance assessments, quarterly performance reports and SDBIP. To assist with the compilation of the annual report. To update back to basic service delivery document and submit to the relevant structures. Perform quarterly updates of scorecard and master files indicators reports as required by CoGTA and National Treasury. Collecting and checking portfolio of evidence files from various departments.

Application letter, indicating the position/s you are applying for including a comprehensive CV with at least two contactable references, certified copies of qualifications & ID document/card can be submitted to: The Municipal Manager: Thembisile Hani Local Municipality, Private Bag x 4041, Empumalanga, 0458 or can be handed in at Thembisile Hani Local Municipality Stand No 24 Kwaggafontein C in a Marked Drop Box for vacancies No faxed or e-mailed applications will be accepted.

Canvassing in respect of this positions will lead to disqualification of the applicant. If you have not received any correspondence from the municipality within six (6) weeks after the closing date of this advertisement, you should consider your application unsuccessful. The municipality reserves the right not to make an appointment and no correspondence will be entered into. Candidates must be willing to be subjected to background screening and/or security clearance process.

**NB:** Thembisile Hani Municipality is an equal opportunity, affirmative Action Employer and all appointment made will be in accordance with the Employment Equity Act. Previously disadvantage people will be considered. People with disabilities are highly encouraged to apply: Nature of Disability should be indicated on application letter.

**CLOSING DATE: 11 JULY 2022 @ 16H00**

For more information contact: Human Resources: Ms N.P Tjia (013) 986 9169.

**ON NKOSI - MUNICIPAL MANAGER**