



UMZIMVUBU

LOCAL MUNICIPALITY

VACANT POSITIONS

EXTERNAL NOTICE NO: 03/2020/2021

Umzimvubu Local Municipality with its mission to properly plan and deliver quality and sustainable services to improve the socio –economic status within the broader Umzimvubu community hereby invites applications from committed self-driven individuals who want to accelerate their careers in the fields mentioned herein through rendering services of high quality and exceptional intelligent in order for it to maintain its vision of moving to limitless possibilities.

DIRECTORATE: BUDGET & TREASURY DEPARTMENT

ASSISTANT MANAGER: BUDGET AND REPORTING FIVE (05) YEAR FIXED TERM CONTRACT TOTAL PACKAGE: R 881 120, 01 PER ANNUM

MINIMUM REQUIREMENTS:- Grade 12 • Three (03) year Diploma/ B Degree in Accounting • A minimum of 3-5 years supervisory experience particularly in Local Government • Extensive knowledge and understanding of MFMA, National Treasury Regulations and applicable GRAP standards • Reasonable understanding of IDP, Budgeting and SDBIP Process in a municipal context • Extensive knowledge of excel spreadsheet • CPMD will be an added advantage • Ability to work under pressure • Strong supervisory, presentation, communication and interpersonal skills • A valid Code B driving licence • Good report writing

KEY PERFORMANCE AREAS:- Maintain managerial control, leadership and smooth running of budgeting and reporting unit • Preparation, Implementation and Monitoring of budget in line with Municipal Budgeting & Reporting Regulations • Compilation of in-year reports prescribed format by National Treasury regulations and other organs of the state • Interact with directorates to discuss monthly financial reports, variances and advise on early warning signs. Preparation of interim and annual financial statements • Develop budget internal controls, policies and procedures manuals • Assess municipal affordability on departmental submission • Conditional grants administration • Supervise, develop & manage employees' performance Provide technical support to DCFO & CFO on budgeting and reporting

DIRECTORATE: CITIZEN AND OF COMMUNITY SERVICE

ASSISTANT SUPERINTENDENT - LAW ENFORCEMENT TASK GRADE 11 SALARY SCALE: R 266 521, 00-R 345 957, 00 PER ANNUM

MINIMUM REQUIREMENTS: - Grade 12 • Law Enforcement Qualification – Diploma (NQF Level 5) • Minimum of 3-4 years relevant experience as Law Enforcement • Code EC driving license • Basic computer skills • Fluent in three (03) official languages • Management Skills, Conflict Management Skills, Interpersonal Communication Skills, Service Orientated Approach, Negotiation Skills, Interpretation of Regulations and Bylaws • Attention to detail and interpersonal skills

KEY PERFORMANCE AREAS:- Communicating with the immediate superior and providing input into plans and/ or commenting on the adequacy of resources against operational needs • Controlling the allocation and utilisation of equipment and assets, reporting on systems, controls and procedures • Attending to deviations in performance or conduct and applying disciplinary procedures to address non-conformance • Ensure Law Enforcement officers carry out their functions • Coordinate law enforcement awareness, issue compliance notices to non-complying business • Conducting inspections of premises, checking validity of business licenses and conformance with specific by-laws and regulations • Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel • Identify deviation from Legal Procedure, Skill Lacking problems, Misconduct and give the necessary guidance, counselling, Training, Corrective and/ or Disciplinary action where necessary.

All applications with Curriculum Vitae, certified copies of educational certificates together with a covering letter should be forwarded to: The Corporate Services Department, Umzimvubu Local Municipality, Private Bag x 9020, MOUNT FRERE (KwaBhaca), 5090 or hand delivered at Erf 813 Main Street, Mount Frere, 5090 or 67 Church Street, Mount Ayliff (EmaXesibeni), 4735



People with disability are encouraged to apply

NB: No faxed CV's or emailed applications will be accepted

Enquiries: Anele Jozela (039) 255 8500/8562.

Closing date: 23 September 2020

Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Umzimvubu Local Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment.