



**ADVERTISEMENT OF POSTS
INTERNAL/ EXTERNAL ADVERTISEMENT**

1. Budget Manager (Permanent)

Salary per annum: R351 180.12 (Excluding benefits)

Requirements: An appropriate Bachelor's Degree/equivalent qualification with accounting or financial management as a major. 2-3 years' relevant work experience. Competencies: Good communication skills and computer literacy, knowledge of finance-related municipal legislations, report writing skills. Computer literacy (Microsoft Excel and PowerPoint) management and presentation and problems solving skills. Valid driver's license.

Responsibilities: Draft and prepare the municipal budget. Link the municipal budget with the IDP. Consolidate the departmental budget. Plan and implement the budget plan of the municipality. Compile MFMA and budget reports. Plan, implement and monitor the budget timetable/process. Prepare budget scenario, maximize stakeholders' participation in the process of the budget planning. Coordinate and report on the departmental budget control and Prepare Annual Financial Statement.

2. Land Use Officer (Permanent)

Salary per annum: R192 461.76. (Excluding benefits)

Requirements: An appropriate 3 years tertiary qualification/Degree/Diploma in Town and Regional Planning, Computer Literate in MS Word and Excel. 2-3 Years' Work Experience in Land Use Management/ Town & Regional Planning. Conversant with the use of indigenous language, good interpersonal skills and knowledge of related legislations, A valid driver's license.

Responsibilities: Coordinate all land use management matters; liaise with all land related stakeholders. Coordinate and process land use applications. Evaluate and approve site development plans/building plans. Provide assistance and support to the divisional manager and perform any other reasonable tasks.

3. PMU Technician (Permanent)

Salary per annum: R192 461.76 (Excluding benefits)

Requirements: Degree/Diploma/N6 in Civil Engineering/'equivalent qualification. 1-2 Years' Work Experience in Project Management environment. Ability to interpret, understand and implement Local Government Legislation, engineering policies and procedures for effective service provision to the communities. A valid Drivers' License. Knowledge of GCC, COLTO and SABS codes of practice.

Responsibilities: Monitor and manage infrastructural developments projects. Register projects on MIS and maintain database for MIS projects. Conducts site meetings and visits. Prepared MIG monthly reports in accordance to DORA and

related requirements. Budget forecast and variation explanations, cost control, contracting and quality control. Liaise with relevant stakeholders on infrastructure projects. Compile monthly, quarterly and related reports as required by the Municipality on infrastructure projects implemented in the Municipal area.

4. Senior Expenditure Clerk (Permanent)

Salary per annum: R165 073.68 (Excluding benefits)

Requirements: Degree/Diploma in accounting/equivalent qualification. 1-2 Years Work Experience in Budget & Treasury environment.

Responsibilities: Audit vouchers before payments can be made. Handle petty cash and report on petty cash transactions. Preparation of cash payment journals. Ensure timely payment of creditors. Distribution of cheques to the relevant beneficiaries. Prepare expenditure reconciliations and filing. Prepare petty cash and creditors' reconciliation. Ensure the accuracy of the invoice before payment can be made.

5. Data Capturer (Permanent)

Salary per annum: R104 168.28 (Excluding benefits)

Requirements: Grade 12, computer literacy and 1 Year Work Experience. Competencies: Good communication skills, analytical, interpersonal, planning and organizing skills.

Responsibilities: Capture 341 and Section 56 notices, perform filling, perform customer care services, assist with administrative issues, render support services to Traffic and Licensing sub-divisions, administer stationery requirements for the office, capture warrants, perform any other relevant duties assigned by seniors.

6. GIS Intern (Two Year Fixed Term Contract)

Salary per annum: R100 000.00 (Total Package)

Requirements: Degree/Dip in Geo-informatics/Cartography/related fields.

Competencies: The ability to operate the GIS Software (resolution, location, scale, spatial reference and projections). Good communication, analytical, interpersonal, computer literacy. Planning and organizing skills.

Responsibilities: Support user Departments with land geospatial services and technical support such as mapping and data capturing. Update and interpret spatial data for municipal households and infrastructure projects. Assist with various GIS requests such as data presentation, mapping plotting, data and GIS internal reports, and contribute to the alignment of the System with existing municipal Billing System.

7. Risk Management Intern (Two Year Fixed Term Contract)

Salary per annum: R100 000.00 (Total Package)


Requirements: B.Com Degree or National Diploma in Accounting/Risk/Internal Audit/Governance/ Public Management.

Responsibilities: Assist in implementation of the Municipal Risk Management frameworks. Assist in monitoring risks. Assist in preparation of the periodic and annual reports. Undertake other responsibilities and work as assigned by immediate supervisor.

Interested persons meeting the above-mentioned requirements are requested to forward their applications (application forms available at Fetakgomo Municipal Office and website) and CVs with certified copies of qualifications and ID quoting the post applied for to: **The Municipal Manager, Fetakgomo Local Municipality, Po Box 818, Apel, 0739 or hand delivered at Registry Office, Fetakgomo Local Municipal Offices, Stand no. 1, Mashung, Ga-Nkwana.** Faxed, Emailed, applications on Z83, or applications submitted after the closing date will not be considered. Canvassing will disqualify any candidate from being considered for appointment. If you do not hear from the Municipality within 30 days after the closing date, regard your application as unsuccessful. The municipality reserves right not to appoint any applicant. The candidates must be prepared to undergo security vetting, reference checks and signing of indemnity forms. The municipality subscribes to the principles of Employment Equity-resultantly persons designated in terms of applicable legislations as historically disadvantaged South Africans in particular women and people with disabilities are encouraged to apply.

Closing date for applications: **26 July 2015**

Enquiries: Komane T.T/ Maribana D.N/ Phasha I.R, Tel. 015 622 8000.


Matumane N.D
Municipal Manager

10/07/2015
Date