

MOGALAKWENA MUNICIPALITY

Mogalakwena Local Municipality hereby invites applications from experienced, qualified, innovative, committed, energetic individuals with vision for appointment to the following positions:

DEPARTMENT OF FINANCE ACCOUNTANT - ASSETS

Duties:

Reporting directly to the Divisional Head: Budget & Treasury, the incumbent will perform the following

- Keeping and updating the asset register and financial system for assets, donations, leases and losses
- Administer and control the movement of assets
- Conduct a physical stock – take
- Ensuring that all new assets are marked
- Reconcile records of physical assets to BAUD and Venus
- Capitalize / depreciate / reevaluate / impair and review useful lives of assets
- Prepare asset information for annual Financial Statements
- Serve on the municipality's asset disposal committee
- Organize auctions for obsolete assets
- Supervise the Clerk: Assets and Financial Management Interns
- Perform any other reasonable task.

Requirements:

A tertiary qualification in Financial Management / Accounting or Auditing. Minimum of 5 years experience in Asset Management and a valid driver's license.

Salary Scale: R 203 129, 00 – R 224 292, 00 per annum

FINANCIAL MANAGEMENT INTERNS (2 years fixed contract)

Duties:

Reporting directly to the Divisional Head: Budget and Treasury, the incumbent will perform the following duties:

- Assist in the implementation of GRAP and budget reform;
- Developing statistical reporting module;
- Electronic data capturing and general financial administration;
- Assist in all areas of financial management within the department.

Purpose:

The project is an initiative of National Treasury's Financial Management and Budget Reform Program for the appointee to gain practical experience in local government financial management and geared towards a career in local government.

Requirements:

Applicants must be from previously disadvantaged community and graduates who are unemployed. Must also have a B Comm. Degree or equivalent preferably majoring in Accounting, Economics or Business Economics. The applicant must also have good oral and written communication skills and be computer literate.

Salary Scale: R 90 000, 00 per annum

DEPARTMENT OF DEVELOPMENTAL SERVICES SENIOR HOUSING OFFICER

Duties:

Reporting directly to the Divisional Head: Housing, the incumbent will perform the following

- Develop and implement Housing operational programmes
- Monitor the functionality of committees and other structures
- Perform administrative duties
- Facilitate housing related information to department of COGHSTA and Human Settlement
- Monitor the implementation of housing and sanitation projects within the municipality
- Perform any other reasonable task.

Requirements:

National Diploma in Local Government/ National Diploma in Civil Engineering/ National Diploma in Quantity Survey/ National Diploma in Architect and/ or National Diploma in Building Science and a minimum 3 year's experience in building or housing field.

Salary Scale: R 235 685, 00 – R 253 889, 00 per annum

BENEFITS: As application to local municipality

Closing date: 3 February 2012

Mogalakwena Municipality is committed to employment equity and applications from designated groups are encouraged.

NB: The language policy of the Council is English

Appointments on the above-mentioned positions will be on the competency of the Municipal Manager and no canvassing will be allowed.

**Due to high crime rate/fraud enquiries should strictly be directed to:
Mr. M S Mamashela – (015) 491 9758 or Ms. K Bontsi – (015) 491 9634**

Mogalakwena Municipality's application form **OR** covering letter accompanied by CV and certified copies of qualifications should be sent to **The Manager: Corporate Support Services, P O Box 34, Mokopane, 0600. Only candidates who attach certified copies of qualifications will be considered during short listing.**

PLEASE NOTE THAT FAXED APPLICATIONS WILL NOT BE ACCEPTED.

Should you not hear from us two months after the closing date you may assume that your application was unsuccessful. No further correspondence will be entered into with regard to this matter.



The Municipal Manager
S W Kekana
54 Retief Street
Box 34
MOKOPANE
0600

Notice number: 05/2012
January 2012