



JB MARKS MUNICIPALITY INVITES APPLICATIONS FROM SUITABLY, EXPERIENCED AND DYNAMIC INDIVIDUALS. DISABLED APPLICANTS, WHO MEET THE STATED REQUIREMENTS OF THE POSITION, ARE ENCOURAGED TO APPLY.

DIRECTORATE: FINANCIAL MANAGEMENT SERVICES: BUDGET & TREASURY

1. DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (REF: FIN03)

Salary level 2: R530 424 p.a. (A negotiable remuneration package, in line with the experience and expertise).

Qualification Requirements:

- Grade 12, B-Com in Accounting stream, plus minimum 5 years applicable experience in Local Government (BTO), of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position of the official.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with the minimum regulations on competency level of 2007.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

- Good strategic planning and organising skills, *comprehensive financial management skills, *interpersonal skills, *people management skills, *computer literacy, *decision making and analytical skills, *practices and knowledge of administrative and management principle *Relevant legislation that governs Local Government.

Tasks and responsibilities:

- Responsible for the execution and timely delivery for outputs associated with the position of Deputy Director: Financial Management performance contract; *Compilation and timely submission of accurate information in accordance with prescribed standards and formats; *Develop and maintain sound financial policies and financial procedures that promote transparency and accountability based on general recognised accounting practices; *Develop and maintain sound financial procedures associated with assets acquisition and disposals; *Ensure that all sources of revenue in terms of rates, tariffs, surcharges, taxes, subsidies, as well as the equitable share are effectively and efficiently collected, *Develop and effective system of debt management and revenue collection. *Assist with the compilation of

the Annual Financial Statements; Manage employees within the Financial Management Services Directorate (BTO) and the internship program.

2. Position: Assistant Director: Supply Chain Management

Salary level 3: R480 432 p.a.

Qualification requirements:

- Grade 12, Degree in Supply Chain Management/ Accounting/ Internal Audit/Public Finance Management or Cost Management Accounting, 5 years applicable experience in Local Government, of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position of the official.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with the minimum regulations on competency level of 2007.
- Valid driver's license and NO criminal record.

Knowledge & Skills

- Effective communication skills, *Good Inter-personal skills, Planning, Organising and Time management skills, *Excellent computer skills, practices and knowledge of administrative and management principle. *Relevant legislation that Governs Local Government.

Tasks and Responsibilities

- Manages and establishes an effective Demand Management System for the Municipality. * Develops and reviews policies, manuals and produces, *Management reports related to Supply Chain Management. *Promotes, recommends and implements SMME and BEE and job creation strategies and programs and compiles reports. * Manages and supervise staff in the Unit. *Assist the CFO with budget compilation, control and monitoring. * Responds investigates tender complains, procurement complaints, legal challenges and obtains legal opinion and advice where necessary. * Manages the compilation of Service Provider databases for the entire Municipality. * Management of the internal support to departments on SCM and bidding issues. * Establishing an effective system of risk management for the identification, consideration and avoidance of potential risks in the SCM system. * Manages the disposal of municipal goods no longer needed and/or are redundant. *Plans and monitors the municipality's bidding processes. *Establishment through operational procedures, an effective system of acquisition

management. *Establish and manage an effective internal monitoring system in order to determine, on the basis of retrospective analysis, whether the authorized SCM process were followed. * Management of the submission of statutory reports in terms of the MFMA and SCM regulations.

3. SENIOR FINANCIAL ACCOUNTANT: BUDGET PLANNING AND REPORTING
(REF: FIN05)

Salary level 6: R 339 708 – R375 072 p.a.

Qualification Requirements:

- Grade 12, Degree or National Diploma in Accounting stream/ Public Finance Management or Cost Management Accounting, 5 years applicable experience in Local Government, of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position of the official.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with the minimum regulations on competency level of 2007.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

- Effective communication skills, *Good Inter-personal skills, Planning, Organising and Time management skills, *Excellent computer skills, practices and knowledge of administrative and management principle. *Relevant legislation that Governs Local Government.

Duties and Responsibilities:

- Prepare and compile the MTREF budget and related reforms in line with the MFMA, * MBRR and relevant legislation. *Compile the MFMA legislated in-year reports. *Provide support to directorates with budgeting and development of measurable performance indicators. * The position will support Assistant Director: Budget Planning and Reporting in ensuring compliance with the MFMA, MPRA, MBRR and other relevant legislation relating to the position.

4. FINANCIAL CLERICAL ASSISTANT: BUDGET PLANNING AND REPORTING (REF: FIN08)

Salary level 12: R150 336 – R168 960 p.a.

Qualification Requirements:

- Grade 12, Degree or National Diploma in Accounting stream/ Public Finance Management or Cost Management Accounting, 3 years applicable experience in Local Government, of which 2 years must be at any level in a role related to the position of the official.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

- Knowledge of municipal accounting, computerized financial systems, planning and organising skills, computer literacy, verbal and written communication skills.

Duties and Responsibilities:

- Assist with the preparation and compilation of the MTREF budget and related reforms in line with the MFMA, MBRR and relevant legislation. *Assist with compilation of the MFMA legislated in-year reports. *Assist with providing support to directorates with budgeting and development of measurable performance indicators. *The position will support Financial Clerical Assistant: Budget Planning and Reporting in ensuring compliance with the MFMA, MPRA, MBRR and other relevant legislation relating to the position.

5. FINANCIAL MANAGEMENT ACCOUNTANT: PAYROLL (REF: FIN11)

Salary level 6: R 339 708 – R375 072 p.a.

Qualification Requirements:

- Grade 12, Degree or National Diploma in Payroll Administration/Accounting/ Public Finance Management/ Human Resource/Cost Management Accounting, 5 years applicable experience in Local Government, of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position of the official.

- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

- Knowledge of municipal accounting, computerized financial systems, planning and organising skills, computer literacy, verbal and written communication skills. Knowledge of the Payday system will be an added advantage.

Duties and Responsibilities:

Managing of salary personnel, Monitoring, updating and altering salary systems accordingly, Compiling salary budget, *Print out requests to check monthly payments, *Reconciliation and payments of fringe benefits, *Balancing suspension accounts, *Recording of Unclaimed wages, Balancing and Reconciliation of IRP 5 forms and PAYE forms, *Act independently with reference to the Line Manager and in terms of the following legislations and regulations : All Council policies, procedures and strategies in line with legislative and statutory rules, Municipal by-laws, Municipal Systems Act, Municipal Structures Act, Basic Conditions of Employment Equity Act, Skills and Development Act, BCOE, LRA, SALGA-guidelines and any other legislation that has a bearing in the local government and human resources.

6. CHIEF FINANCIAL MANAGEMENT OFFICER: CREDITORS PAYMENTS AND RECONCILIATION (REF: FIN18)

Salary level 6: R 339 708 – R375 072 p.a.

Qualification Requirements:

- Grade 12, Degree or National Diploma in Accounting stream/ Internal Audit/Public Finance Management/Cost Management Accounting, 5 years applicable experience in Local Government, of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position of the official.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

- Knowledge of municipal accounting, computerized financial systems, planning and organising skills, computer literacy, verbal and written communication skills.

Duties and Responsibilities:

- Capturing accounting data electronically, *capture expenditure documents, creating Electronic Funds Transfer batches * Prepare deposit slips for banking *Ensure that invoices are correct, duly authorised, internal control process are followed and paid timeously * Reconciliation of creditor statements to invoices and claims * Analysing expenditure recording processes referring to information detailed in supporting documentation (orders, invoice, etc.) * Providing support with regards to the consolidation of expenditure transactional information to facilitate the production of Financial Statements. * Preparing statistical reports depicting short to medium term expenditure. *Co-ordinates and controls sequences associated with the verification and provision of information related expenditure transactions. *Interacting with the internal/ external auditors and makes available information, supporting documentation and proof of approval guiding specific recordings, adjustments and allocation of Expenditure Accounts. *Analysing and verifying transactional recordings, expenditure reports and summaries. *Attending to queries related to the calculation of settlement discounts and outstanding payments. *Compile MFMA in-year reports and other legislated reports relating to the position.

7. ACCOUNTANT: PROPERTY RATES (REF: FIN29)

Salary level 6- R339 708 – 375 072 p.a.

Qualification Requirements:

- Grade 12, Degree or National Diploma in Accounting stream/Public Finance Management/Cost Management Accounting, 5 years applicable experience in Local Government, of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position of the official.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

Knowledge of municipal accounting, computerized financial systems, planning and organising skills, computer literacy, verbal and written communication skills, MFMA, MPRA and other relevant legislation applicable in the field.

Duties and Responsibilities:

- Coordinate, control and administer billing, rates and taxes and property valuations in accordance with legislative prescripts *Accurate levying of fixed municipal rates and taxes according to Council's By-Laws * Ensure the regular reconciliation of rates

and taxes accounts against valuation roll * Issue clearance certificates *Administer valuations in accordance with legislative prescripts; valuation roll, consultation, objections, administrative support regarding valuation process, supplementary valuations, financial procedures regarding property valuations, property register and liaison with Municipal Property Valier's *Attends to and controls tasks/activities associated with personnel performance, productivity and discipline *Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality * Keep abreast of legislative changes and applicable reforms.

8. CHIEF FINANCIAL ACCOUNTING CLERK: CLEARANCES (REF: FIN33)

Salary level 9- R228 636 – R265 056 p.a.

Qualification Requirements:

- Grade 12, Degree or National Diploma in accounting stream/Public Finance Management/Cost Management Accounting, 3 years applicable experience, of which 2 years must be at any level in a role related to the position.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

Knowledge of municipal accounting, computerized financial systems, planning and organising skills, computer literacy, verbal and written communication skills. MFMA, MPRA and other relevant legislation applicable in the field.

Duties and Responsibilities:

•Coordinate, control and administer billing, rates and taxes and property valuations in accordance with legislative prescripts * Accurate levying of fixed municipal rates and taxes according to Council's By-Laws * Ensure the regular reconciliation of rates and taxes accounts against valuation roll * Issue clearance certificates *Administer valuations in accordance with legislative prescripts; valuation roll, consultation, objections, administrative support regarding valuation process, supplementary valuations, financial procedures regarding property valuations, property register and liaison with Municipal Property Valuers. *Attends to and controls tasks/activities associated with personnel performance, productivity and discipline *Coordinate and

control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality *Keep abreast of legislative changes and emerging trends in the profession.

9. METERING AND BILLING OFFICER (REF: FIN37)

Salary level: 8 R271 728 –R300 036 p.a.

Qualification Requirements:

- Grade 12, Degree or National Diploma in Accounting stream/Public Finance Management/Cost Management Accounting, 3 years applicable experience, of which 2 years must be at any level in a role related to the position.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

Knowledge of municipal accounting, computerized financial systems, planning and organising skills, computer literacy, verbal and written communication skills. MFMA, MPRA and other relevant legislation applicable in the field.

Duties and Responsibilities:

- Develop and advice on Revenue management and other divisional policies. * Ensure accurate and timeous billing on monthly basis. *Develop and implement credit control and debt collection policies, strategies and procedures within the municipality * Provides cash collection and management services *Manage and coordinate the division to ensure achievement of divisional objectives. * Manage staff within the division. *Perform any other duties that may be delegated by the Chief Financial Officer. *Perform any other related duties as instructed by the Supervisor.

10. CHIEF METERING AND BILLING CLERK (REF: FIN39)

Salary level 9: R228 636 – R265 056 p.a.

Qualification Requirements:

- Grade 12, Degree or National Diploma in Accounting stream/Public Finance Management/Cost Management Accounting, 3 years applicable experience, of which 2 years must be at any level in a role related to the position.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

Knowledge of municipal accounting, computerized financial systems, planning and organising skills, computer literacy, verbal and written communication skills. MFMA, MPRA and other relevant legislation applicable in the field.

Duties and Responsibilities:

- Assist with the collection and banking of municipal revenue; *Assist with processing of consumer billing (including the indigent consumers); *Recover debt in terms of approved Debt Collection Policy and Bylaws; * Perform specific procedures associated with receipting, reconciliation and posting of income transactional data; *Deal with all customer complaints and queries; *Assist with ensuring that all relevant reconciliations are updated and *Assist with ensuring that all relevant registers are kept up to date.

11. SENIOR METERING AND BILLING CLERK: Prepaid (REF: FIN43)

Salary level 10: R191 724 – R218 052 p.a.

Qualification Requirements:

- Grade 12, Degree or National Diploma in Accounting stream/Public Finance Management/Cost Management Accounting, 3 years applicable experience, of which 1 year must be at any level in a role related to the position.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

Knowledge of municipal accounting, computerized financial systems, planning and organising skills, computer literacy, verbal and written communication skills. MFMA, MPRA, MSA and other relevant legislation applicable in the field.

Duties and Responsibilities:

- Attend to metering queries both prepaid and conventional. *Run exceptional reports to Identify faulty meters and implement remedial actions. *Correct accounts and recovering lost revenue. *Assist with processing of consumer billing (including the indigent consumers); * Recover debt in terms of approved Debt Collection Policy and Bylaws; * Perform specific procedures associated with receipting, reconciliation and posting of income transactional data *Deal with all customer complaints and queries; *Assist with ensuring that all relevant reconciliations are updated and * Assist with ensuring that all relevant registers are kept up to date.

12. FINANACIAL ACCOUNTANT: DEBT MANAGEMENT (REF: FIN53)

1. **Salary level:** 6- R339 708 – R375 072 p.a.

Qualification Requirements:

- Grade 12, Degree or National Diploma in Accounting stream/Public Finance Management/Cost Management Accounting, 5 years applicable experience in Local Government, of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position of the official.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

Knowledge of municipal accounting, computerized financial systems, planning and organising skills, computer literacy, verbal and written communication skills. MFMA, MPRA, MSA and other relevant legislation applicable in the field.

Duties and Responsibilities:

Analysing and aligning operating capacity and capabilities of the section to deliver against specific key performance. * Co-coordinating and control of accounting procedures, verification, reporting, processing and reconciliation of income accounts and budgeting. *Studying revenue generation and collection trends and forecasts and, preparing revenue estimates. *Monitoring debtor age analysis to determine

progress with recovery and/seeking reasons for non-compliance. * Directing the debtor transactional processing sequences, attending to approval requirements for settlement provisions, updating and reconciliation of revenue accounts and the preparation of financial reports reflecting the Municipality's income status. * Implementing controls to monitor debtor accounts, alerting users to activate or Seek approval on specific debt recovery sequences * Issuing rates certificates * Billing and rates analysis * Maintaining debt collection rate *Supervision of staff *Income collection and reconciliations *Interacting with internal/external auditors and make available information, supporting documentation and proofs of approval guiding specific recordings, adjustment and allocation of Expenditure Accounts. *Assist with the compilation of annual budgets *Ensuring policies and complied with by practically exercising the provisions of the relevant policies.

13. CHIEF FINANACIAL ACCOUNTANT CLERK: DEBT MANAGEMENT (REF: FIN56)

Salary level: 9- R228 636 – R265 056 p.a.

Qualification Requirements:

- Grade 12, Degree or National Diploma in Accounting stream/Public Finance Management/Cost Management Accounting, 3 years applicable experience, of which 1 year must be at any level in a role related to the position.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

Knowledge of municipal accounting, computerized financial systems, planning and organising skills, computer literacy, verbal and written communication skills. MFMA, MPRA, MSA and other relevant legislation applicable in the field.

Duties and Responsibilities:

- Assist with planning and coordination of activities of the Division associated with the delivery of revenue services to the Municipality * Analyse activities, information in terms of service delivery and needs of internal customers and other statistics and perform physical observation and inspections to identify trends and needs for new or revised services. * Perform revenue-related

activities to ensure the accurate recording of information regarding revenue management. * Develop and ensure the implementation of the Credit Control Policy and that all debtor accounts are promptly rendered and outstanding monies collected in good time. *Assist with coordination and control the various internal functions and activities to ensure timely and proper collection of all income due to Council. *Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly.

14. CHIEF SUPPLY CHAIN MANAGEMENT PRACTITIONER: BID ADMINISTRATION

(REF FIN92)

Salary level 6: R339 708 – R375 072 p.a.

Qualification Requirements:

- Grade 12, At least NQF Level 5 (SAQA Qualification ID No. 49554) or National Diploma in Public Finance Management and Administration/Supply Chain Management/Accounting. 4 years' experience, of which at least 1 year must be at middle management At least 3 years at any level role related to the position of the official;
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

Knowledge of municipal accounting, computerized financial systems, planning and organising skills, computer literacy, verbal and written communication skills. MFMA, SCM Regulations and other relevant legislation applicable in the field.

Duties and Responsibilities:

- Co-ordinate and control the SCM processes and align procedures systems and controls. * Ensure that items delivered by Service Providers match specifications before accepting them. *Control stock and maintain records thereof. *Support and contribute to fair, equitable, transparent and cost effective procurement practices that are consistent with policies and the laid down requirements contained in legislative frameworks. *Provide administrative support to the bid specification/evaluation and adjudication committees.

15. CHIEF SUPPLY CHAIN MANAGEMENT OFFICER: (REF FIN91)

Salary 4: R424 524 – R446 088 p.a.

- 5 years applicable experience in Local Government (BTO), of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position of the official.

Qualification Requirements:

- Grade 12, Degree or National Diploma in Accounting stream/ Supply Chain/Logistics Management /Public Finance Management.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

Knowledge of municipal accounting, computerized financial systems, planning and organising skills, computer literacy, verbal and written communication skills. MFMA, SCM Regulations and other relevant legislation applicable in the field.

Duties and Responsibilities:

- Assist in managing and establishing an effective Demand Management System for the Municipality. * Assist in developing and reviewing policies, procedures and manuals, *Compiles management reports related to Supply Chain Management. * Assist in promoting, recommending and implementing SMME and BEE and job creation strategies and programs. * Manages and supervise staff in the Unit. *Assist the Supply Chain Manager with budget compilation, control and monitoring. * Responds and investigates tender complaints, procurement complaints, and legal challenges and obtains legal opinion and advice where necessary. * Compile database of Service Providers for the entire Municipality. * Assist establishment of an effective system of risk management for the identification, consideration and avoidance of potential risks in the SCM system. * Assist with management of the disposal of municipal goods no longer needed and/or are redundant. *Plans and monitors the municipality's bidding processes. * Management of the submission of statutory reports in terms of the MFMA and SCM regulations.

16. CHIEF SUPPLY CHAIN MANAGEMENT CLERK: STORES (REF FIN99)

Salary 9: 228 636 – 265 056 p.a.

Qualification Requirements:

- Grade 12, Degree or National Diploma in Supply Chain/Logistics Management /Public Finance Management, 3 years at any level in a role related to the position of the official;
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage.
- Valid driver's license and NO criminal record.
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Knowledge & Skills:

Knowledge of municipal accounting, computerized financial systems, planning and organising skills, computer literacy, verbal and written communication skills. MFMA, SCM Regulations and other relevant legislation applicable in the field.

Duties and Responsibilities:

- Coordinate the availability of the procurement schedule and plan on daily basis.
 - *Stores and Inventory Management
 - Coordinate new acquisitions on materials/goods.
 - * Coordinate Stock taking.
 - * Conduct Monthly Inventory reports.
 - * Co-ordinate and address the audit finding from demand and logistics.
 - * Approve terms of reference prepared by the end – user departments for submission to the bid specification committee.
 - *Provide administrative support to the bid specification/evaluation and adjudication committees
 - prepare, handle and administer quotation/bid documents
 - Produce and manage the database of services providers
 - Assist with preparation of monthly reports and management of records pertaining to the demand and logistics unit.
 - Receive and dispatch stock and material
 - Check material against invoice
 - Keep records of goods in store
 - Advice supervisor if stock is running low.

17. CHIEF SUPPLY CHAIN MANAGEMENT CLERK: DEMAND (REF FIN104)

Salary: level 9 R228 636 – R265 056 p.a.

Qualification Requirements:

- Grade 12, Degree or National Diploma in Supply Chain/Logistics Management /Public Finance Management, 3 experience any level in a role related to the position of the official;
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

Knowledge of municipal accounting, computerized financial systems, planning and organising skills, computer literacy, verbal and written communication skills. MFMA, SCM Regulations and other relevant legislation applicable in the field.

Duties and Responsibilities:

Conduct needs assessment by collecting and analysing relevant data, categorising commodities and confirming availability of fund. *Conduct a market and industry analysis. * Implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives. *Assist with administering the process of drafting specification/terms of reference and special conditions of contract.

18. TRANSPORT OFFICER: TRANSPORT MANAGEMENT (REF FIN109)

Salary: level 6 R339 708 – R375 072 p.a.

Qualification Requirements:

- Grade 12, Degree or National Diploma in Supply Chain/Logistics Management /Public Finance Management, 5 years of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position of the official;
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

Knowledge of municipal accounting, computerized financial systems, planning and organising skills, computer literacy, verbal and written communication skills. MFMA, SCM Regulations and other relevant legislation applicable in the field.

Duties and Responsibilities:

- Distribution, maintenance, repair and utilisation of all the vehicle fleet of Council. *Ensure. proper utilisation and efficient use of the funds being granted to the transport office. *Allocation and proper rotation of appropriate work and assignments

to junior officers. *Coordination of training courses and workshops which are held to raise the issues related to transportation etc.

19. TRANSPORT INSPECTOR: TRANSPORT MANAGEMENT x2 (REF FIN110 and FIN 111)

Salary level: 8 R271 728 – R300 036 p.a.

Qualification Requirements:

- Grade 12, Degree or National Diploma in Supply Chain/Logistics Management /Public Finance Management, 3 experience any level in a role related to the position of the official;
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage.
- Valid driver's license and NO criminal record

Knowledge & Skills:

Knowledge of the Local Government sector and applicable legislation • Planning and organizing skills • Administrative skills • Good Communication Skills • Willingness and readiness to work long hours and under pressure • Good customer care skills • Report writing skills

Duties and Responsibilities:

Updating fleet management register • Processing orders and payments • Fuel and oil reconciliations • Uploading vehicle maintenance data • Daily issuing and receiving of vehicles from daily trips Vehicle maintenance • Consolidation of reports • Fuel and Oil management • Daily issuing and receiving of vehicles Orders and invoices processing.

20. CHIEF TRANSPORT CLERK: TRANSPORT MANAGEMENT (REF FIN113)

Salary level: 9 R228 636 – R265 056 p.a.

Qualification Requirements:

- Grade 12, Degree or National Diploma in Supply Chain/Logistics Management /Public Finance Management, 3 experience any level in a role related to the position of the official;

- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage.
- Valid driver's license and NO criminal record.

Knowledge & Skills:

Knowledge of municipal accounting, computerized financial systems, planning and organising skills, computer literacy, verbal and written communication skills. MFMA, SCM Regulations and other relevant legislation applicable in the field.

Duties and Responsibilities:

- Perform clerical duties to manage transportation activities. *Maintaining an inventory of all transport under the control of the council. *Allocate in consultation with heads of departments sufficient transport to MEET the operational requirements of the departments. *Monitoring and make arrangements for the regular repair and maintenance of transport. *Procuring and control the issue of fuel required by vehicles of the Municipality to attend to the licensing of all transport of the Municipality.

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Position: Internship Financial Management Programme x 5

Duration: 24 Months fixed-term contract

Annual Total Package: R100 000.00 (All Inclusive)

Minimum requirements:

Grade 12, B.Com degree or National Diploma in Accounting / Economic/Financial Management/ Internal Audit/ Cost and Management Accounting or equivalent qualification. Good communication skills. Computer literate.

CLOSING DATE: 18 APRIL 2019 AT 16:30

JB Marks Local Municipality offers the following benefits: Medical aid, pension fund, group life insurance, UIF, 13th cheque and housing subsidy (terms and conditions apply).

Applications, accompanied with a covering letter clearly stating the name of the post applied for as well as the reference number, together with certified copies of your qualifications, Driver's License and your ID book, can be hand-delivered at the Directorate: Corporate Services (Human Resource Management – Old FNB Building), corner of Walter Sisulu Avenue and Nelson Mandela Drive Streets, Potchefstroom or posted, on time, The Directorate: Corporate Services, P.O. Box 113, Potchefstroom, 2520/ Corporate Services Ventersdorp Municipal Offices at No 1 Van Tonder Crescent Ventersdorp 2710.

All enquiries must be directed to the Human Resource Sub Directorate at (018) 299 5214/5207/5206 and 018-264 8500/8592 during office hours (08:00 – 16:30).

The Municipality reserves the right not to make any appointment in any of the above posts.

NB: • *JB Marks Local Municipality is an Equal opportunity employer, therefore welcomes applications from people with disabilities and this position will be filled in line with our EE targets* • *Canvassing of councillors or employees, in respect of the position, will lead to*

immediate disqualification of the application • *Only candidates short listed for interviews will be corresponded with.* • *Due to the number of vacancies advertised, faxed or e-mailed applications will not be accepted. Please note that if candidates are not contacted within 30 days after the closing date, please accept that your application was unsuccessful and **communication will be limited to successful candidates.** Please note that recommended candidates will undergo risk assessments, including inter alia the verification of curricula vitae, all qualifications and criminal records. The appointments will only be made upon successful verification thereof.*



Mr. L. Ralekgetho
Municipal Manager

External: Notice no.47/2019