



**MATATIELE**  
LOCAL MUNICIPALITY

102 Main Street,  
Matatiele  
P.O. Box 35,  
Matatiele, 4730  
Tel: 039 737 3135  
Fax: 039 737 3611

**VACANCIES**  
**DATE 19 AUGUST – 02 SEPTEMBER 2016**

**MATATIELE LOCAL MUNICIPALITY**

The Matatiele Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Suitably qualified persons are hereby invited to apply for the following vacancy that will be filled in terms of the Employment Equity Plan of the municipality. **People with physical disabilities are encouraged to apply.**



<b>OFFICE OF THE MUNICIPAL MANAGER 2 X INTERNAL AUDIT OFFICERS</b>	
<b>TASK GRADE</b>	<b>10</b>
<b>BASIC SALARY</b>	<b>R173 668.00 – R225 449.00 per annum</b>
<b>ADVERTISEMENT PLATFORMS</b>	<b>Local newspaper, Municipal Notice Boards and Municipal Website</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>•Matriculation •B/Degree / National Diploma in Internal Auditing / Risk Management / Accounting</li> <li>•Computer Literacy – Microsoft Office •A minimum of 2 to 3 year relevant experience in the auditing field</li> <li>•Good interpersonal relations and communication skills •Report writing skills •Good knowledge and understanding of relevant legislation</li> <li>•Valid code B driving License •Willingness and ability to work over and above call of work and under pressure.</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<p>The successful incumbent will be required to:</p> <ul style="list-style-type: none"> <li>•Plan audit activities and assist with risk analysis in developing and implementing risk based audit plan</li> <li>•Assist in developing and implementing of the approved Annual Internal Audit Plan</li> <li>•Document all relevant systems, procedures, operations, transactions, flows and activities identified by the internal audit plan.</li> <li>•Identify and analyse inherent risks to system controls employed by the management and perform detailed analysis/testing of transactions</li> <li>•report on the weakness of the systems of internal controls and make recommendations</li> <li>•Perform any other duties as may be assigned by competent authority.</li> </ul>
<b>SENIOR LEGAL SERVICES OFFICER</b>	
<b>TASK GRADE</b>	<b>11</b>
<b>BASIC SALARY</b>	<b>R205034.00 – R266145.00 per annum</b>
<b>ADVERTISEMENT PLATFORMS</b>	<b>Daily, Dispatch, Local newspaper, Municipal Notice Boards and Municipal Website</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>•Matriculation •Bachelor of Law Degree or equivalent qualification</li> <li>•Minimum of 2-3 year experience in Legal environment and in a unionised environment</li> <li>•Computer literacy especially in Microsoft office applications</li> <li>•Demonstrable people management skills and team work</li> <li>•Report writing skills • Knowledge of local government and other relevant piece of legislation</li> <li>• Willingness to work beyond normal hours and under pressure.</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<p>The successful incumbent will be required to:</p> <ul style="list-style-type: none"> <li>•Render legal, compliance advice and guidance</li> <li>• Provide advice and assistance with the labour related matters (disciplinary inquiries including conciliation and arbitration cases)</li> <li>• Assist with the development / drafting of By-laws, policies. Assist with and ensure compliance with legislation and collective agreements</li> <li>• Assist in drafting, co-ordinating of all contracts and legal opinions</li> <li>• Assist</li> </ul>

	with contract management services • Provide Legal and Compliance advice • Attend to all correspondences in the legal services unit • Perform any other duties as may be assigned by competent authority.
<b>INFRASTRUCTURE SERVICES DEPARTMENT OPERATIONS AND MAINTENANCE SUPERVISOR</b>	
<b>TASK GRADE</b>	<b>10</b>
<b>BASIC SALARY</b>	<b>R173 668.00 – R225 449.00 per annum</b>
<b>ADVERTISEMENT PLATFORMS</b>	<b>Local newspaper, Municipal Notice Boards and Municipal Website</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Matriculation or equivalent technical certificate • NQF Level 5 in Civil Engineering / Construction related work • 1-2 years Supervisory experience in construction related work</li> <li>• 2-3 year experience in supervision of staff and assets / equipment • Valid code B driving licence with P.D.P • Supervisory certificate will be an advantage</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<p>The successful incumbent will be required to:</p> <ul style="list-style-type: none"> <li>• Instruct subordinates detailing activities associated with repairs to define areas such as tar patching, potholes repairs, kerbing and channelling, excavating and installation of storm-water pipes and backfilling trenches as per the supervisor's instructions • Inspect subordinates to determine suitability to do the work and to check for adequate and relevant protective gear.</li> <li>• Select and load the required amounts and types of materials to be used on site</li> <li>• Transport materials, tools and equipment and subordinates to site • Report writing</li> <li>• Monitor and assessment of work standards • Control staff, stock and municipal equipment</li> <li>• Plan, Budget and execute programmes • Perform any other duties as may be assigned by competent authority.</li> </ul>
<b>BUDGET AND TREASURY OFFICE MANAGER FINANCIAL REPORTING AND ASSET MANAGEMENT</b>	
<b>TASK GRADE</b>	<b>16</b>
<b>BASIC SALARY</b>	<b>R764 024.66 per annum</b>
<b>ADVERTISEMENT PLATFORMS</b>	<b>Local newspaper, Municipal Notice Boards and Municipal Website</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Matriculation Certificate • B Degree / National Diploma Qualification in Accounting / Internal Audit / Financial Management • At least 5 Years of Accounting experience through preparation of Annual Financial Statements and General Ledger Control Accounts Reconciliation in a municipal environment of which at least 3 years in the Supervisory role • Knowledge and experience on GRAP standard will be an added advantage • Knowledge and experience on case ware software will be an added advantage • Code B /EB Driving licence • Certificate in Municipal Finance Management Development (CPMD) will be an added advantage</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<p>The successful incumbent will be required to:</p> <ul style="list-style-type: none"> <li>• Ensure that monthly reconciliation of the General Ledger accounts are done • Prepare monthly Financial Statements &amp; Annual Financial Statements • Manage the maintenance and update of the fixed Asset Register • Manage property plant and equipment of the municipality • Prepare monthly reports of Financial position and performance of the municipality • Prepare monthly cash flow projection statements and report to management • Liaise with internal and external auditors to clear all accounting related audit findings • Coordinate the communication between Auditor General and Management during audit periods • Prepare the Accounting working paper file with its proper referencing as required by relevant guides • Interpret and implement GRAP standard as required • Manage and supervise staff of the unit • Perform any other duties as may be assigned by competent authority.</li> </ul>

**FINANCE MANAGEMENT INTERNS X2**

<b>BASIC SALARY</b>	<b>R100,000.00 per annum</b>
<b>ADVERTISEMENT PLATFORMS</b>	<b>Local newspaper, Municipal Notice Boards and Municipal Website</b>
<b>MINIMUM REQUIREMENTS</b>	•Matriculation •three year Bachelor's degree or National Diploma with majors in Economics, Accounting or Finance, Internal Auditing or Risk Management •The candidate must be between the ages of 21 and 35
<b>KEY RESPONSIBILITIES</b>	The appointed intern will work in the following units: •Budget planning & Investment Management •Financial Reporting & Asset Management •Supply Chain Management and Revenue & Expenditure unit. The intern will be required to: •Assist with the preparation of monthly & yearly financial statements •Assist in preparation of Budgets and Service Delivery Plans •Monitoring Income and Expenditure monthly Perform any other duties as may be assigned by competent authority.

**CLOSING DATE: 02 SEPTEMBER 2016 @16H00****ENQUIRIES : THE MANAGER: HUMAN RESOURCES MS. Z. MBHELE (039-7378135)**

*Please apply by filling in the Application for Employment Form obtainable from our website: [www.matatiele.gov.za](http://www.matatiele.gov.za) (not Z83 form) or from any of our Municipal Offices (Matatiele, Maluti, Cedarville and from a Ward Support Assistants in any of our 26 Wards). You must also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Driver's Licence (where applicable) to:*

*The Municipal Manager*

*P.O. Box 35*

*Matatiele, 4730*

**FOR ATTENTION: THE GENERAL MANAGER, CORPORATE SERVICES DEPARTMENT**

**OR**

**Submit your completed Employment Application Form and your CV and certified copies of your qualifications and ID document and valid driving licence where applicable by hand to;**

**102 Main Street**

**Matatiele, 4730**

**NB: Failure to submit documents listed above will result in disqualification. Background screening and competency assessment will be done to shortlisted candidates.**

*Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.*

**The Municipality reserves the right not to make any appointment in respect of the advertised posts.**

**PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.**

**The appointment is made according to the Council conditions of service.**

**Canvassing for this position will lead to disqualification of applications.**

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**DR. D.C.T. NAKIN**

**MUNICIPAL MANAGER**

**Notice No : 2016/2017-27**

***We urge all employees, members of council, clients, members of the public and our suppliers to report any kind of fraud or corruption at Matatiele Local Municipality's Human Resources Unit.***