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UMZIMVUBU

LOCAL MUNICIPALITY

VACANT POSITIONS **NOTICE NO: 07/2024/2025**

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

MANAGER: REVENUE & DEBT COLLECTION **FIVE (05) YEAR FIXED TERM CONTRACT** **TOTAL PACKAGE: R 959 426,90 PER ANNUM**

MINIMUM REQUIREMENTS: Grade 12 • Degree/BTech in Financial Management/ Accounting or Equivalent • 3-5 years Revenue Experience in supervisory position in Local Government Finance • Minimum of 4 years Revenue Accounting Experience • Extensive Knowledge and Understanding of Budgeting, SDBIP Process, Annual Financial Statements, Municipal Property Rates Act, MFMA • Understanding of Performance Management System (PMS) • CPMD will be an added advantage • Knowledge of Munsoft & CaseWare will be an added advantage • Strong Supervisory, Presentation, Communication, and Interpersonal Skills • Valid Driver's Licence (Code 08 Minimum) • Computer Literate • Good Report Writing Skills.

KEY PERFORMANCE AREAS: - Identify and Define Short to Medium Term Objectives and priorities of the Revenue Section Outlining Revenue Growth and Sustainability • Direct and Control Key Performance Indicators and Outcomes of Personnel within Revenue Section • Manage Applications and Sequences Associated with Recording, Adjustment and Updating of the Municipality's Debtor Related Transactions and Accounts • Peruse through Debtor Reports and Prioritise Interventions to Cover Unpaid/ Outstanding Accounts • Preparation of interim and annual financial statements • Dealing with Audit related matters & develop turnaround employees strategy for all findings • Provide Technical Support to DCFO & CFO on Revenue management issues.

MANAGER: SUPPLY CHAIN **FIVE (05) YEAR FIXED TERM CONTRACT** **TOTAL PACKAGE: R 959 426,90 PER ANNUM**

MINIMUM REQUIREMENTS: Grade 12, Degree in Supply Chain Management and or Equivalent Qualification • 3-5 Years Relevant Experience in SCM unit in supervisory position in Local Government • CPMD will be an added advantage • Extensive Knowledge & Understanding of MFMA and SCM Regulations • Ability to work under pressure • Strong supervisory, presentation and interpersonal skills • Valid Driver's Licence (Code 08 Minimum) • Computer Literate • Good report writing skills.

KEY PERFORMANCE AREAS: Identify and Define Short to Medium Term Objectives and Priorities of the Section Encapsulating Procurement, Expenditure and Remuneration Control Functionalities • Manage Implementation of Functional Procedures, Systems and Controls Associated with the Key Performance Areas and Result Indicators of Supply Chain Management • Direct and Control Key Performance Indicators and Outcomes of Personnel within SCM Section • Execute Applications with Respect to Establishing the Requirements Against Available Resources • Manage and Control Procedures Associated with Acquisition and Appointment Process • Manage Procedures and

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Controls to Ensure that the Municipality has Fully Functioning Transport Services • Manage & Provide support to Bid committee ensuring that tender turnaround time adhered to.

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

**RISK MANAGEMENT OFFICER: TASK GRADE 11
TOTAL PACKAGE: R318 716,4 PER ANNUM**

MINIMUM REQUIREMENTS: - Grade 12 • Diploma in Risk Management/B-Com Auditing or equivalent qualification • Relevant three (03) years working experience • Understanding of Risk Management Principles • National Treasury Risk Management Framework • Excellent organizational and interpersonal skills • Good Communication Skills and report writing skills • Computer Literacy (Microsoft Applications) • Willingness and ability to work over and above call of work under pressure • Valid drivers' licence.

KEY PERFORMANCE AREAS: - Co-ordinate and Monitor Processes and Procedures Associated with the Formulation of the Municipality's Risk Audit Plan and Programmes • Coordinating Functions, Procedures and Processes Associated with Specific Statutory Financial Responsibilities and Functions/Activities of the Municipality • Coordinate prevention measures of Risk Management Processes and Monitoring • Coordinate the implementation of Audit Investigative Processes to Determine Irregularities or non-compliance • Coordinate functions Associated with the Provision of an Administrative Support Services to the Internal Audit Section • Coordinate provision of fraud prevention activities and investigation sequences.

All Applications must be submitted with an application form accompanied by a comprehensive CV, with specific starting and ending dates in all positions. Only shortlisted candidates will be required to submit certified documents on or before the interviews. An application form is obtainable from our website: www.umzimvubu.gov.za or from any of our municipal offices. All applications should be hand delivered to Dabula Street Sophia (New Municipal Offices), KwaBhaca, 5090/ 67 Church Street, Mount Ayliff (EmaXesibeni), 4735 or emailed to Recruitment@umzimvubu.gov.za



People with disability are encouraged to apply

Enquiries: Amanda Masentse (039) 255 8500/8562.

Closing date: 13 February 2025

Time: 16H00

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.



MR. G.P.J. NOTA
MUNICIPAL MANAGER

20/01/2025
DATE