

NDLAMBE MUNICIPALITY



1. VACANCY: RE-ADVERTISEMENT -SENIOR ACCOUNTANT: INCOME – TASK GRADE 12 OF A CATEGORY 3 LOCAL MUNICIPALITY (SALARY SCALE: R 368 723 – R 478 613 p.a)

Applications are invited from people who consider themselves suitably qualified for the above position, which is vacant in the **Port Alfred** office. The successful candidate will report directly to the Manager: Revenue. **Those who previously applied should re- apply.**

Qualifications, Experience and Job Requirements

- Grade 12 plus National Diploma in Financial Accounting or equivalent NQF Level 6 with accounting.
- Minimum of two to three years' experience in a Revenue section of a Local Municipality
- Code B driver's license without any endorsement.
- Be prepared to work long hours.
- Ability to work under pressure.
- No criminal record
- Good communication skills (written and verbal)
- Sound computer literacy, reporting, and presentation skills.
- Good interpersonal skills
- Attention to detail and accuracy when working with figures.
- Advanced Excel skills

Duties: Key Performance Areas

- Supervision of subordinates.
- Monthly reconciliation of Revenue received and outstanding Debtors.
- Assist in Revenue reports in line with the Municipal Finance Management Act (MFMA) requirements (Monthly, quarterly, and annually)
- Review bank reconciliations.
- Review General valuation roll and rates reconciliations.
- Prepare debt write-off import files and reconciliations.
- Perform lease rental reconciliations.
- Ensure issuing of Rates clearance certificates and ownership transfers are attended to timeously.
- Ensure meter reading performance is adhered to by subordinates.
- Oversee monthly billing procedures to ensure debtor statements are produced accurately and timeously.
- Attend to rebate applications in line with Rates policy.
- Review and authorize debtors' journals.
- Implementing annual Tariff changes and Gazetting tariffs
- Assessing the adequacy of current financial policies and procedures.
- Identify inconsistencies and anomalies in procedures and set up controls to mitigate inaccuracies.
- Responsible for submission of reconciliations and documentation required for preparation of Annual financial statements and working files.
- Attend to audit queries raised by Internal Auditors and the Auditor General of South Africa

- Perform other duties as may be delegated by the Manager Budget and Treasury

2. VACANCY: BUILDING CONTROL OFFICER- ON TASK GRADE 11 OF A CATEGORY 3 LOCAL AUTHORITY (SALARY SCALE: R 312 309 - R 405 414 pa)

Applications are invited from persons who consider themselves suitably qualified for appointment of the abovementioned post.

QUALIFICATIONS AND EXPERIENCE:

As per Section A16 of the National Building Regulations and Building Standards (Act No. 13 of 1977), the minimum qualification shall be of a standard equivalent to a Senior Certificate plus three years tertiary education, at an accredited educational institution, in one of the following building disciplines: civil engineering; structural engineering; architecture; building management; building science; building surveying or quality surveying • Minimum of 5 - 8 years' experience in a similar environment in Local Government.

REQUIREMENTS AND SKILLS:

A Code B driver's license • Own transport • A high level of computer competency, with proficiency in MS office (Excel, Access, Word, PowerPoint) and email; Good knowledge of relevant legislation and statutory provisions • Good Communication and interpersonal skills; Good report writing skills; A law enforcement certificate will be an advantage.

KEY PERFORMANCE AREAS:

- Examine/Approve plans in terms of the National Building Regulations and Town Planning Schemes • Approve and sign applications • Responsible for the Law Enforcement of National Building Regulations as required in the Act • Supervise the maintenance and update of the plan submission register • Liaise and provide general advice to the public and developers regarding all aspects of development • Comment on Town Planning applications and provide information to Town Planning Department • Issue contravention notices, occupational certificates etc. • Responsible for the effective and efficient operating of the Building Control Section • Responsible to manage the sections human resources • Compile and submit Monthly reports for the section.

To apply, please send your C.V, certified copies of qualifications, ID document, cover letter, and driver's license (including details of at least 3 contactable references) to the *Human Resource Unit*, Ndlambe Municipality, P.O. Box 13; Port Alfred, 6170 OR Hand deliver at HR Offices at 01 Causeway Road, Civic Centre, Port Alfred. Please note that no faxed or emailed applications will be considered. **For enquiries kindly contact the Human Resources Section at 046 604 55 00**

Application forms are downloaded on the Municipal website (www.ndlambe.gov.za). **The closing date is Monday, 27 May 2024.**

Employment Equity Plan will be complied with. All applications who do not receive any response within 21 days of the advertisement, should know that their applications have not been successful.

NOTICE NUMBER: 70/2024

8 May 2024

**ADV. R DUMEZWENI
MUNICIPAL MANAGER**

The Herald

Municipal Website

Municipal Noticeboard