



01MAMPOI STREET, OLD PARLIAMENT BUILDING, PRIVATE BAG X810, WITSIESHOEK 9870, SOUTH AFRICA
 ☎: +27 (58)-718 1036/ 89 ☎: +27 (58)713 2408 email: mmadmin@tmdm.gov.za

INTERNAL ADVERTISEMENT

Thabo Mofutsanyana District Municipality, with its sitting in Phuthaditjhaba, Free State Province, an equal opportunity employer which subscribes to the principle of the Employment Equity Act hereby invites **suitable candidates** who meet the requirements to apply for the following advertised positions, people with disability are encouraged to apply.

2.

DEPARTMENT	TECHNICAL SERVICES
POST	SECRETARY TO DIRECTOR TECHNICAL SERVICES
SALARY AND BENEFITS	TASK LEVEL 6 NOTCH 6 R 14 048.84pm (Category 2 Municipality) Benefits- Cell phone Allowance, Pension Fund and Medical Aid
PERIOD OF EMPLOYMENT	PERMANENT (Probation -6 months)
REQUIREMENTS	<ul style="list-style-type: none"> ▪ Grade 12 ▪ Certificate in Office Administration or equivalent qualification ▪ Computer Literacy – MS Office Applications ▪ 0-2 years' experience ▪ Good communication Skills
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Typing of correspondence and confidential documents such as letters, memorandums, agenda's, minutes, reports etc. • Answer telephone, screen calls, transfer, follow-up on complaints and enquiries. • Send and receive emails/faxes and deliver all documents and correspondence. • Liaise with other departments including external sector departments. • Act as the first contact with members of Public, Officials, etc. • Arrange meetings, take minutes, and make schedules of appointments and keep diary of the Director Technical Services. • Information and record keeping.

3.

DEPARTMENT	FINANCE
POST	FINANCIAL ACCOUNTANT
SALARY AND BENEFITS	TASK LEVEL 12 NOTCH 6 -R 33 784.53 (Category 2 Municipality) Benefits- Pension Fund and Medical Aid
PERIOD OF EMPLOYMENT	PERMANENT (Probation -6 months)
REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12, • B. Comm degree in accounting • Excellent communication skills. • Sound knowledge of Financial Management Policies and Legislations.

	<ul style="list-style-type: none"> • The applicant must have extensive knowledge of Case Ware programme. • Computer Literacy: MS Office Applications, • 2-3 years 'experience. • Valid driver's license.
<p>KEY RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Analyze and align operating capacity and capabilities of the Section to deliver against specific key performance areas. • Prepare and present reports detailing the status of expenditure and availability of funds for current and short-term interventions to Manager: Financial Accountant and CFO. • Manage the financial reporting process in order to ensure measurability, accuracy, validity, reliability and timeliness of submissions. • Prepare bi-annual and annual financial statements as prescribed in the MFMA in line with Accounting Standard Board reporting framework. • Interpret and analyze audit findings and investigational reports with a view to determining levels of interventions required to curb non-conformance and compliance with laid down procedures. • Analyze accounting records/ entries of transactional sequences (salary, allowances, etc.) and approving the processing of adjustments through journal entries, reconciliation and posting to general ledger creditor accounts. • Monitor transactional sequences associated with expenditure for capital and ad-hoc projects/ programmes and approving transactional financial reports on projects prior to release for Manager: Financial Accountant for perusal and comment. • Review internal control over the payment of salaries, councilors' allowances and leave administration. • Administer the payment of all employees' salaries to ensure remuneration is done in terms of approved policies, procedures and comply with legislation. • Review, balance and reconcile salary expenditure with vote ledger and general ledger monthly: <ul style="list-style-type: none"> ○ Obtain figures from finance to balance. ○ Process journals to correct wrong figures. ○ Check correct allocation of salary cost to the respective cost centers. • Oversee the compilation of transfer payment list to all relevant insurance companies and attorneys (garnishee orders): <ul style="list-style-type: none"> ○ Print payment list from payroll system and compile it on MS Excel to submit to finance for EFT payments. ○ Create files for ACB payments on payroll system. ○ Create cheques for companies and employees without bank details. • Verify all captured changes, e.g. garnishee orders, new or changed insurance premiums, new and terminated medical applications and verify new joined employees on pension, etc. with audit trial to ensure correctness of salary payments and deductions. • Review all related annual increases for salaries.

4.

DEPARTMENT	EXECUTIVE MAYOR
POST	PERSONAL ASSSITANT
SALARY AND BENEFITS	TASK LEVEL 6 NOTCH 6 -R 14 048.84 (Category 2 Municipality) Benefits- Pension Fund and Medical Aid
PERIOD OF EMPLOYMENT	Fixed Term-Contract (Attached to the EM)
REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12, • Certificate in Office Management • Excellent communication s • Sound knowledge of Financial Management Policies and Legislations. • The applicant must have extensive knowledge of Case Ware programme. • Computer Literacy: MS Office Applications, • 2-3 years 'experience. • Valid driver's license.
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Scheduling and planning Executive Mayor's diary and events • Performs specific tasks/ activities associated with the provisions of Administration and Secretarial support • Maintains the correspondence/ information and recordkeeping system and accesses records of discussions, instructions, and correspondence. • Performs tasks associated with the provision receptionist/ telephonic service

5.

DEPARTMENT	MUNICIPAL MANAGER'S OFFICE
POST	SECURITY GUARDS x3
SALARY AND BENEFITS	TASK LEVEL 4 (11 404.21) Category 2 Municipality) Benefits- Pension Fund and Medical Aid
PERIOD OF EMPLOYMENT	Permanent (Probation -6 months)
REQUIREMENTS	<p>Basic Adult Education Grade ED, PSIRA Compliant 6-12 Months relevant experience working as a security</p>
	<ul style="list-style-type: none"> • Conducting visual checks to establish ensure that buildings are secured during the night. • Patrolling the area and identifying with any deviations or breaches security procedures (parameter lights not switched on, security gates not closed, etc.) • Interacting with persons found on site to establish reasons and/ or alerting the immediate superior and/ or law enforcement personnel during emergencies/ suspected break-ins and related incidents. • Communicating the status of security at the premises through verbal interaction with the immediate superior at defined intervals

	<p>during the shift.</p> <ul style="list-style-type: none"> • Able to communicate with radio alphabetically • Controlling the access/ entry/ exit of personnel and visitors from the premises and/ or checking vehicles. • Recording visitors on the visitors register • Completing shift log sheet prior to handover and forwarding completed register to the immediate superior • Recording movement of municipal vehicles on a log sheet • Recording municipal assets such as (laptops, projectors, heaters) when they are taken out of the building. • Recording emergencies on a pocket book
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Applications with comprehensive CV's and certified copies of qualifications must be forwarded to below address or be hand delivered at Room 210 to Corporate Services Secretary:

**The Municipal Manager
Thabo Mofutsanyana District Municipality
Private Bag x 810
Witsieshoek
9870**

N.B

- Communication will be entered into with short listed candidates only.
- Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months after the closing of the advertisement, please consider your application as unsuccessful.
- It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA) and to attach proof thereof.
- Please do not send original documents.
- TMDM Application for employment form is obtainable on our website: www.thabomofutsanyana.gov.za, under vacancies.
- Canvassing of employees or other members of the Council or any Committee of the Council directly or indirectly for any appointment under the Council shall disqualify the candidate concerned for that appointment.

Enquiries: Ms M.E Ngobese (Manager HR) 058 718 1000/1069 or email: mafefu@tmdm.gov.za

CLOSING DATE FOR THE POSITION: Friday, 29 February 2024 at 15h00

DATE:

**Me T.P.M Lebenya
MUNICIPAL MANAGER**