

INGQUZA HILL LOCAL MUNICIPALITY



POST ADVERTISEMENT

Ingquza Hill Local Municipality (**incorporating Flagstaff and Lusikisiki Towns**) hereby invites applications from suitably qualified and experienced persons to fill the following vacancy:

CHIEF FINANCIAL OFFICER

(FIVE - YEAR PERFORMANCE BASED CONTRACT)

Requirements

- Relevant Bachelor's Degree (majoring in Accounting or Financial Management) or equivalent NQF 6 qualification
- A post-graduate qualification will be an added advantage
- A minimum of five years relevant work experience
- Knowledge of financial management systems
- Computer Literacy

Competencies

- ✓ A good and strong leadership skills at a strategic level
- ✓ Must have report writing skills
- ✓ Extensive knowledge of all relevant municipal legislation,

Key Performance Areas

- Heading Budget and Treasury Office of the Municipality
- Developing and implementing policies, programmes and strategies that will ensure effective and sustainable financial performance
- Advising the Municipal Manager in exercising Powers and Functions assigned to the Accounting Officer in terms of the Municipal Finance Management Act (MFMA).
- Assisting the Accounting Officer in the Administration of the Municipality's bank accounts
- Assisting the Accounting Officer in the preparation, implementation and monitoring of the Budget,
- Advising Senior Management and other senior officials in exercising powers and duties assigned to them in terms of the MFMA.
- Performing of functions such as budgeting, accounting analysis, financial reporting, cash and debt management, supply chain management, financial management review.

Salary is Negotiable

Application letters with comprehensive CVs, and certified copies of qualifications and Identity Documents, must be addressed to **The Municipal Manager, Ingquza Hill Local Municipality, P.O. Box 14, Flagstaff, 4810**, clearly marked "Application for Employment".

Faxed, emailed or late applications will NOT be accepted.

Closing date for all applications: 02 MARCH 2012

Applicants who do not get a response from the Municipality within three months after the closing date should assume that they were not successful.

It is the intention of Ingquza Hill Local Municipality, as an Affirmative Action Employer, to promote the interests of previously disadvantaged groups (youth, women and people with disabilities) when filling the above post, in line with the Employment Equity Act. Ingquza Hill Local Municipality reserves the right not to fill the advertised post at the sole discretion of Council.

For further enquiries contact Mr F. Mphako (Director: Corporate Services) at 039 253 1568 / 1539 or fmphako@ihlm.gov.za

INGQUZA HILL LOCAL MUNICIPALITY



POST ADVERTISEMENT

Applications are invited from suitably qualified and experienced persons to fill the following vacancies:

1. EXECUTIVE COUNCIL SECRETARY (5-YEAR FIXED TERM CONTRACT)

Requirements

- An appropriate Bachelor's Degree or National Diploma;
- An experience in working in local government environment;
- At least 3 years work experience;
- A Valid Code B Driver's License.

Competencies

- ✓ Good report writing and interpersonal Skills;
- ✓ A good organizing with the ability to communicate with different groups of people.

Key Performance Areas

- Co-ordinate all activities of the Council and provide support to councilors;
- Co-ordinate activities in the Speaker's Office;
- Ensure provision of efficient Secretarial Services for the Council and its Committees;
- Facilitate capacity building to Council and Ward Committees in formulation of by-laws and ensure public participation
- Ensure that the Council and its committees adhere to the Standing Orders as adopted;
- Manage the Budget of the Council Secretariat.

Salary is Negotiable

2. BUILDING CONTROL OFFICER

Requirements

- National Diploma in Architecture or Building Construction or equivalent qualification;
- At least three(3) years experience;
- Be registered or be able to register with professional body;
- A Valid Code B Driver's License.

Competencies

- ✓ Must have full understanding of building regulations and legislative framework guiding building plan approval;
- ✓ Ability to work longer hours in order to meet strict deadlines.

Key Performance Areas

- Receiving and appraisal of building plans applications from communities and developers;

- Commenting and signing of the building plan applications and assess planning matters pertaining to legislation, structural and services related,
- Checking compliance of building plans applications with relevant legislation;
- Monitoring the progress on the applications submitted for approval and the construction of approved plans through reports submitted by applicants,
- Promoting the law relating to erection of buildings in the municipality area through applicable building standards,
- Developing records system and keeping records of building plans approved and provision of such information to Building Statistics Survey on quarterly basis,
- Make recommendations to council regarding any specifications, documents and information submitted in terms of section 4 (3) the NBR & SA and
- Identifying buildings that are not complying with necessary statutory requirements,

Basic Salary (Excl. Benefits): R179 152 – R190 439

3. TECHNICIAN : CAPITAL PROJECTS

Requirements

- A National Diploma in Civil Engineering.
- A minimum of 2 years work experience
- Computer Literacy
- Code EB Driving License

Competencies

- ✓ Project Management Skills
- ✓ Report Writing Skills

Key Performance Areas

- Perform specific activities / tasks associated with the quality control of infrastructure projects under construction and process relevant data;
- Facilitates the quality control and administrative dimension related to queries and complaints from the public / beneficiaries;
- Prepare regular reports on the status of infrastructure projects to the Technical Services Manger;
- To supervise and control personnel in the section.

Basic Salary (Excl. Benefits): R179 152 – R190 439

4. HUMAN RESOURCE DEVELOPMENT OFFICER

Requirements

- A National Diploma in Human Resource or any other equivalent NQF level 6 qualification.
- A minimum of two years work experience;
- Be Computer Literate

Competencies

- ✓ Good communication, organizing and interpersonal skills;
- ✓ Report writing Skills;
- ✓ Ability to facilitate workshops.

Key Performance Areas

- To do planning and co-ordination of the training of all staff and councilors;
- To ensure that skills audit is done as required by the Skills Development Act;
- To co-ordinate the development of Workplace Skills Plan (WSP) for the municipality, and ensure that it is submitted to the LGSETA in time;
- To be responsible for the implementation of approved WSP;
- To liaise with LGSETA & other relevant SETAs for the benefit of the municipality;
- To be a facilitator in the internal training programmes.

Basic Salary (Excl. Benefits): R179 152 – R190 439

5. ACCOUNTANT : BUDGET & FINANCIAL REPORTING

Requirements

- A National Diploma in Accounting or any other relevant NQF Level 6 qualification;
- A minimum of 2 years work experience;
- Be Computer Literate

Competencies

- ✓ Report writing skills

Key Performance Areas

- Assist in the compilation of the Main Budget by receiving and populating inputs from departments to budget templates and loading budgets in the financial system;
- Monitor and evaluate compliance with budget policies and procedures in line with the IDP;
- Preparing and presenting budget reports (budget versus actual) to the Manager for Financial Planning and Reporting;
- Generating reports and collating information for the inclusion into the management reports;
- Prepare monthly and annual reconciliation of unspent grants, votes, etc in the general ledger;
- Assist in the preparation of Annual Financial Statements.

Basic Salary (Excl. Benefits): R179 152 – R190 439

Application letters with comprehensive CVs, and certified copies of qualifications and Identity Documents, must be addressed to *The Municipal Manager, Ingquza Hill Local Municipality, P.O. Box 14, Flagstaff, 4810*, clearly marked "Application for Employment".

Faxed, emailed or late applications will NOT be accepted.

Closing date for all applications: 02 MARCH 2012

Applicants who do not get a response from the Municipality within three months after the closing date should assume that they were not successful.

It is the intention of Ingquza Hill Local Municipality, as an Affirmative Action Employer, to promote the interests of previously disadvantaged groups (youth, women and people with disabilities) when filling the above post, in line with the municipality's Employment Equity Plan. Ingquza Hill Local Municipality reserves the right not to fill the advertised post at the sole discretion of Council.

For further enquiries contact Mr. S. Mvunelo (Manager: Human Resource) at 039 253 1568 / 1539 or smvunelo@ihlm.gov.za