

Thembisile Hani Local Municipality invites suitably qualified applicants for the following vacant positions

MUNICIPAL MANAGER' OFFICE

PMS COORDINATOR

Ref: THLM/MM/06

Work Station: Municipal Manager' Office

Term of Office: Permanent

Salary: R 293,869 pa. (Excluding benefits)

Task Grade 10.1

Minimum requirements: Grade 12, National Diploma in Human Resources Management/Public Management/equivalent relevant qualification. Minimum of 2-3 years' experience. Computer literacy and a valid drivers' license

Competencies: Communication & presentation skills, basic research and data analysis

Key Responsibilities: Coordinate and motivate staff in relation with performance issues. Monitoring of local service delivery performance standards. Coordinate development and implementation of monitoring systems for departmental performance indicators and standards, including ensuring data quality and compliance with internal and external audit requirements. Assist in preparation and submitting of reports to council, mayoral and oversight committees. Provide training and guidance to developmental staff on performance and performance and service improvement. Develop and coordinate developmental consultation activity and liaise with managers to ensure that the outcome of consultation are used to inform service improvement. Capture and review the performance agreements, performance assessment, quarterly performance reports and SDBIP. To assist with the compilation of the annual report. To update back to basic service delivery document and submit to the relevant structures. Perform quarterly updates of scorecard and master files indicators reports as required by CoGTA and National Treasury. Collecting and checking portfolio of evidence files from various departments.

FINANCE DEPARTMENT

ACCOUNTANT PAYROLL

Ref: THLM/FD/04

Work Station: Finance Department

Term of Office: Permanent

Salary: R 409,579 pa. (Excluding benefits)

Task Grade 12.1

Minimum requirements: Grade 12, relevant 3-year tertiary qualification, preferably a National Diploma/B-Com with financial accounting as a major subject. Computer literacy: MS Office, 2-5 years' experience in payroll function. Knowledge of Payday system will be advantageous.

Competencies: Oral Communication, Written Communication, Organizational Awareness, Problem Solving, Planning and Organizing.

Key Responsibilities: Administer and monitors payroll salaries and wages. Implement third party payment, statutory deduction and perform reconciliation. Makes and records payments in accordance with financial policies and regulations. Prepare and submit budgetary forecasts relating to payroll/expenditure for the new financial year. Calculate/estimate increases in the different occupational levels for existing personnel and salary levels for new vacancies. Activate and process journal entries to reflect specific adjustments to salary and benefit accounts upon approval. Prepare quarterly and annual statistical reports engaging with internal and external stakeholders in relation to expenditure function.

TECHNICAL SERVICES DEPARTMENT

ASSISTANT MANAGER: WATER SERVICES

Ref: THLM/TS/08

Work Station: Technical Services

Term of Office: Permanent

Salary: R 598,578 pa. (Excluding benefits)

Task Grade 15.1

Minimum requirements: Grade 12, B-degree/B-Tech in Civil Engineering, registration as a Professional Engineer will serve as an advantage. Computer literacy, 8 years' experience and valid drivers' licence

Competencies: Planning, Organizational Awareness, Attention to Detail

Key responsibilities: Prepare, update and ensure proper implementation of bylaws and policies of water services. Coordinate and inter-governmental sanitation liaison with national and provincial structures. Develop the drinking water quality

monitoring programmes for the Municipality. Monitor quality of potable water supplied to consumers samples on. Oversee the capturing of drinking water quality data into the Blue Drop system for compliance on annual Blue Drop Assessment. Advise operations and maintenance on types of intervention required in all reported drinking water quality failures to ensure compliance to SANS 241. Develop the Water Safety Plans and Risk Abatement Plans followed by annual review and implementation thereof. Develop the wastewater monitoring programmes for all wastewater treatment works. Monitor wastewater treatment works effluent. Ensure that water & wastewater operations adhere to all standards of the sewer effluent discharge in the water bodies.

ACCOUNTANT PMU

Ref: THLM/TS/09

Work Station: Technical Services

Term of Office: Permanent

Salary: R 409,579 pa. (Excluding benefits)

Task Grade 12.1

Minimum requirements: Grade 12, a relevant 3 year tertiary qualification, preferably a National Diploma/B-Com with financial accounting as a major subject. Computer literacy: MS Office. 2-5 years' relevant experience required. Certificate in Project Management will be added advantage.

Competencies: Oral Communication, Written Communication, Organizational Awareness, Problem Solving, Planning and Organizing.

Key responsibilities: Manage, control and coordinate council's expenditure as well as a three-year multi-budget, in conjunction with the budget departments. Monitor and balance expenditure with the budget, ensuring that budget is not overspent. Administrative and coordination support to the Chief Accountant and PMU Assistant Manager. Review the consolidated cash flow performance reports on each project and on the grants programme collectively. Compile, verify and Reconcile transfers from National treasury and sector departments for submission to Council. Compile, verify and submission of all financial reports in line with Division of Revenue Act (DORA). Administration of all the monthly claims and expenditure. Compile, reconcile and regular updating of the WIP and retention registers to account the accuracy and completeness in the general ledger. Presentation of reconciliation of financial reports to the Chief Accountant for review and passing correction journals. General expenditure data capturing on the systems as per MSCOA requirements.

Candidates applying for these positions must meet the core-competencies as set out in the Local Government: Municipal Staff Regulation No.45181 of 20 September 2021

Applications must be submitted on the prescribed "General application" form obtainable from the HR Office/Municipal website: www.thembisilehanim.gov.za. An application should include a comprehensive CV with at least three contactable references, certified copies of qualifications & ID document/card can be submitted to: The Municipal Manager: Thembisile Hani Local Municipality, Private Bag x 4041 Empumalanga 0458 or can be deposited at Thembisile Hani Local Municipality Stand No 24 Kwaggafontein 'C' in a Marked Drop Box for vacancies. No faxed or e-mailed applications will be accepted.

Failure to fill and sign the prescribed application form will automatically disqualify the applicant.

Thembisile Hani Municipality is an equal opportunity, affirmative Action Employer and all appointment made will be in accordance with the Employment Equity Act. Preference will be given to suitable qualified designated groups in accordance with the Municipal Employment Equity Plan.

CLOSING DATE: 14 September 2023 @ 16H00

Enquiries to Human Resources: Tjia NP or Mfiso NA at 013 986 9169

NB: Canvassing in respect of these positions will lead to disqualification of the applicant. If you have not received any correspondence from the municipality within six (6) weeks after the closing date of this advertisement, you should consider your application unsuccessful.

The council reserves the right not to appoint and no correspondence will be entered into. Candidates must be willing to be subjected to background screening and/or security clearance process.

**DJD Mahlangu
Municipal Manager**

