



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

FINANCE DEPARTMENT

ACCOUNTANT PAYROLL Re-advert

Ref: THLM/FD/07

Applicants who previously applied should re-apply

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' relevant 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.

SENIOR ACCOUNTANT CLERK: SUPPLY CHAIN MANAGEMENT

Ref: THLM/FD/08

Work Station: Finance Department

Term of Office: Permanent

Salary: R 261,008 pa. (Excluding benefits)

Task Grade 9.1

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. 0-2 years' relevant experience.

Competencies: Procurement, Financial management, Oral Communication, Written Communication, Organizational Awareness, Problem Solving, Planning and Organizing, Service Delivery Orientation, Action and outcome Orientation

Key Responsibilities: Render demand and acquisition clerical support, control turnaround time acquisition and orders, monitoring GRV validation by buyers, check and verify orders for goods, facilitate procurement process for formal tenders; tender opening. Provide secretariat or logistic support during the bid consideration and contract conclusion process

TECHNICAL SERVICES DEPARTMENT

ACCOUNTANT PMU Re-advert

Ref: THLM/TS/14

Applicants who previously applied should re-apply

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.thembisilehanilm.gov.za. An application should include a comprehensive CV with at least three contactable references. Certified copies (not older than six months) 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 Mthombomuhle (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: 29 February 2024 @ 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.

**Mr. DJD Mahlangu
Municipal Manager**