Thembisile Hani Local Municipality invites suitably qualified applicants for the following vacant position(s):

FINANCIAL SERVICES DEPARTMENT

ASSISTANT MANAGER: REVENUE (Re-Advert) **Ref: THLM/FD/11**

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 598,578.00 p.a. (Excluding benefits) **Task Grade 15.1**

Minimum requirements: Grade 12; A relevant 3-year tertiary qualification, preferably a National Diploma or B degree with financial accounting as a major subject. Computer literacy: MS Office.5-8 years relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline.

Competencies: Financial Process Management, Planning and Organising, Interpersonal Relationships, Cognitive ability, Impact and Influence, Team Orientation

Key Performance Areas: Perform revenue inspection within the municipality and satellite offices Safeguard, monitor and manage face value forms. Clear and manage receipts and bank interfaces. Reconcile receipts in terms of items of items/responsibilities and the correction of wrongly allocated revenue. Manage the recovering function of dishonored cheques. Transfer funds to the petty cash accounts. Identify shortcomings and risks as well as compile and implement appropriate corrective procedures. Supervision of subordinates. Coordinates and controls the application of accounting procedures by attending to the verification, reporting, processing and reconciliation of account receivable transactions to supply analysis, identification and recovery overdue accounts, guiding and developing personnel on the processing sequences and attending to specific administrative processes associated with the rates payment, certification and correspondences oversee the compilation of the monthly management accounts and compile reports on such. Make decisions regarding the re-allocation of funds between budgets, in consultation with responsibility managers and control the movement of such funds. Compile and disseminate statutory financial reports. Compile, administer, maintain and report on the expenditure and cash flow projections. Quality assures financial administration and accounting policies, processes and procedures and monitor compliance. Oversee the reconciliation of monthly transactions and compile quarterly and annual financial statements. Administer and control the budget.

MUNICIPAL MANAGER'S OFFICE

CUSTOMER CARE CLERK **Ref: THLM/MM/06**

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 231 818.00 pa. (Excluding benefits) **Task Grade 8.1**

Requirements: Grade 12, Computer Literacy: MS Office; 1-year relevant experience; Knowledge of credit control and accounting procedures will be an added advantage computer literacy and the ability to work with public.

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

Key Responsibilities: Rendering customer care service, provides information to customers by verifying understanding of request; answering questions; offering assistance. Initiates service by recording requests; forwarding to dispatching. Attending queries on customers' accounts, print/issue statements to customers. Performs other related duties as assigned.

CORPORATE SERVICES DEPARTMENT

CHIEF LEGAL OFFICER **Ref: THLM/CS/03**

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 461,132.00 per Annum (Excluding Benefits) **Task Grade 13.1**

Minimum requirements: Grade 12, A relevant 3 year tertiary qualification preferably a BDegree in law (LLB advantageous); and Computer literacy: MS Office, valid driving licence, 5-8 years relevant legal experience required.

Competencies: Written Communication /Drafting, Litigation Management, Interpersonal Relationships, Resilience

Key Performance Areas: Advise Council and officials on legal issues. Draft policies and procedures within legal unit, provides legal advice and formal legal opinions to Council and its Committees, scrutinizing legislation, Reviewing and drafting legal instruments such as contracts and agreements and other legal documents. Checking judicial decisions and communicating all findings to Council and all administrative tasks related to legal. Give inputs on the drafting of By-Laws. Monitor Government and Provincial Gazettes. Prepare outlines of instructions and briefs to attorneys and interact with instructed attorneys, Analysing case documents, reporting matters to council etc, performs all legal related administrative tasks.

TECHNICAL SERVICES DEPARTMENT

SENIOR OPERATOR WWTW **Ref: THLM/TS/18**

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 293,869.00 per Annum (Excluding Benefits) **Task Grade 10.1**

Minimum requirements: National Diploma in Mechanical Engineering or N3 in Mechanical Engineering or N3 Millwright and trade test, Computer literacy: MS Office. Must have a valid driving

license. 2-5 years' relevant experience.

Competencies: Oral and Written Communication, Planning and Organization, Problem Solving, Wastewater plant treatment Skill, Task Management, Use of process specific Technology/Equipment and Quality Orientation

Key Performance Areas: Developing integrated plans for the work unit and others that interface with plant, monitors specific applications related to the operation of the Wastewater Pump Station, Opening/ closing valves to specific limits to control levels and regulate flow from/to storage units, conducting tests of samples, adjusting mechanical control settings to regulate chemical levels, Monitoring process control of flocculation channels.

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 in 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: 06 September 2024 @ 16H00

Enquiries to Human Resources: Ms. N.P. Tjia and/ or Ms. N.A. Mfiso through 013 986 9169 and/ or tjian@thembisilehanilm.gov.za and mfison@thembisilehanilm.gov.za respectively.

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.