

MUTALE MUNICIPALITY



VACANCIES

Mutale Municipality is an equal opportunity employer which subscribes to the principles of Affirmative Action and gender equity. The municipality has the following vacant positions to be filled by suitable qualified persons:

1. 1x ACCOUNTANT: EXPENDITURE AND SUPPLY CHAIN MANAGEMENT

Salary: R190 303.72 pa plus car allowance and other benefits relevant to a grade 2 Municipality.

Requirements: A relevant Bachelors Degree or Equivalent qualifications with Accounting as one of the major subjects. Three years relevant experience. Sound knowledge of recent accounting and information systems used in Local Government sector. Sound knowledge of computer soft wares is a prerequisite.

Responsibilities:

Assist the CFO in management of expenditure in the municipality by ensuring the following:

- maintenance of effective system of expenditure control
- Proper management of accounting and information systems
- Maintain proper systems of internal control in respect to creditors
- Proper and effective payment of creditors
- Compliance with relevant tax, levy, duty and other statutory commitments
- Cash management
- Preparation of bank reconciliation statements
- Effective implementation of Supply Chain Management Policy.

2. 1x ASSISTANT TECHNICAL MANAGER: ENGINEERING

Salary: R190 303.72 pa plus car allowance and other benefits relevant to a grade 2 Municipality.

Requirements: Bachelors Degree or BTech/ Diploma in Civil engineering or equivalent qualification recognized by ECSA. legible for registration with engineering council of South Africa. Computer literacy and a valid drivers license.

Responsibilities: Preparation and implementation of business plan for the Technical services department. Plan and implement special projects to improve the overall conditions of roads network. Development of maintenance plan for roads and bridges to ensure easy access to villages. Assist the Technical manager in the management of the Department by performing other delegated responsibilities.

3. 1 X MANAGER REP: DRIVERS LICENSE

Salary: R124 100.00 pa

Requirements: Grade 12 plus Examiner of drivers License diploma grade A or B.
Three years relevant experience.

Responsibilities: To ensure proper management of the examination of drivers licences. Prepares reports and submit to the Chief Traffic and Licensing Officer. Ensure the suitability of the K53 testing ground. Monitoring, Control and Scheduling of tests.

4. 2 x EXAMINERS OF DRIVERS LICENSE

Salary package: R111 521.45 per annum

Requirements: A grade 12 certificate. Examiner of drivers licence diploma. Code 14 driver's license. Registered as grade A or B Examiner.

Duties: Conduct tests for learners licence, Conduct test for drivers licence for light and heavy motor vehicles, prepare and submit reports on daily basis on the above duties.

5. 1x TRAFFIC OFFICER GRADE 111

Salary: 80 928.84

Requirements: A grade 12 certificate. Basic traffic Officers Diploma. Code B Drivers license.

Responsibilities: perform law enforcement duties, Execution of warrant of arrest, Escort duties, point duties etc.

6 x INTERNS

Mutale Municipality has six positions of interns in the following fields: civil, commerce, IT and HR. Preference will be given to residence of Mutale Municipality.

Requirements: Grade 12 plus post metric qualifications in Accounting, Auditing, Civil Engineering, Information Technology, Human Resources Management and Planning.

Suitable qualified people are invited to apply for the above posts by forwarding application letters accompanied by a comprehensive CV together with certified copies of qualifications to The Municipal Manager, Private Bag X 1254, Mutale 0956. Women and people with disability are encouraged to apply. Closing date for the submission of applications is the 30 May 2008. If you do not get our respond within 30 days after the closing date, you may regard your application as being unsuccessful. All enquiries should be directed to Corporate Services Manager at 015-967 9000 during working hours.

NETSHANZHE T.G
MUNICIPAL MANAGER