



**MANDENI LOCAL MUNICIPALITY
INTERNAL/EXTERNAL VACANCY**

Applicants living with disability are encouraged to apply

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position

DEPARTMENT : BUDGET AND TREASURY OFFICE
POSITION : FINANCIAL ACCOUNTANT: CUSTOMER CARE, ENQUIRIES AND INDIGENT
TASK GRADE : 09
SALARY NOTCH : R 200 515 PER ANNUM
SALARY SCALE : (R 200 515 pa - R 260 287 pa)
(Subject to Implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : TUESDAY, 29 DECEMBER 2020 @12:00 PM
REF NO : PN 93/2020

MINIMUM REQUIREMENTS:

- Grade 12 plus National Diploma in Financial Accounting or equivalent
- 2-3 years customer care, enquires and indigent experience in local government
- Computer literacy
- A valid driver's license
- B Com degree will service as an added advantage

DUTIES

- Applies procedures to update the billing system parameters
- Co-ordinates and controls the tasks/activities of personnel and allocates and prioritizes outcomes
- Co-ordinates specific administrative requirements associated with supporting the provision a service to indigents
- Assist Senior Financial Accountant Revenue to attends to queries/enquiries and provides general office support with respect to requirements
- Prepares activity related reports in relation to the progress or specific outcomes and updates information

BENEFITS:

All standard Municipal Fringe benefits which *inter-alla* Includes a Housing Subsidy, Medical Aid, and Pension fund would be applicable to the above post.

Executive Committee



DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); tel: (032) 456 8200. **Please forward your application form and full CV with certified copies of certificates and quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.** If you do not hear from us within 90 days of the closing date consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building. Mandeni residents will be given first preference.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 08/12/2020