



MANDENI LOCAL MUNICIPALITY INTERNAL/EXTERNAL VACANCY

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 : EXPENDITURE CLERK (PERMANENT APPOINTMENT)
TASK GRADE : T08
SALARY NOTCH : R 203 808 PER ANNUM
SALARY SCALE : (R 203 808 pa – R 264 550 pa)
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : FRIDAY, 04 OCTOBER 2024 @12:00 pm
REF NO : PN 86/2024

MINIMUM REQUIREMENTS:

- Grade 12 (Matric)
- National Diploma in Accounting
- 1-2 years Expenditure experience of which at least 1 year should be in a Municipal environment.
- Valid Driver's License

SKILLS & COMPETENCIES:

- Communication skills are imperative.
- Good interpersonal skills, fluent in Speaking & writing both English and isiZulu.
- Willing to work under pressure and overtime as and when required.
- Ability to demonstrate leadership record and be visibly committed to attaining the council objectives.
- Excellent interpersonal relations skills.

DUTIES

- Updates and maintains Creditor accounts information Attends to specific applications associated with the conversion or renewal of driver's license.
- Captures/ updates creditors and related payment information in specific databases of the Accounting System
- Executes applications associated with the payment of Creditor accounts.
- Executes specific applications associated with the reconciliation of contract and project payments and outstanding accounts.
- Attends the maintenance of records and/ or makes available specific information.

Executive Committee

Clr. TP Mdlalose (Mayor) | Clr. BL Magwaza (Deputy Mayor) | Clr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Clr. SZ Mdletshe | Clr. ST Magwaza | Clr. M. Shelembe | Clr. BA Mchunu | Clr. SC Mdletshe



BENEFITS:

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

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Manager: Human Resource and Administration; tel: (032) 456 8200. **Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number and attach proof of residence on the prescribed form obtained from Mandeni Municipal Website 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. Certified copies of certificate will be submitted by the shortlisted candidates.** If you do not hear from us within 30 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 an appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with a disability are encouraged to apply. Mandeni residents will be given first preference.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 25/09/2024