



Comprised by Komga, Mooiplaas, Chintsa East, Haga Haga, Morgans Bay, and Kei Mouth Towns, with its Headquarters in Komga.

VACANCY / UMSEBENZI / BETREKKINGS ADVERTISEMENT

BUDGET AND TREASURY OFFICE

Division	: ICT Department/ Unit
Position	: 1 x ICT and Systems Administrator
Task Grade	: Task Grade 14
Remuneration	: R 456 426.00 per Annum (Excluding Normal Council Benefits)
Duration	: Permanent

MINIMUM REQUIREMENTS:

- Grade 12 plus National Diploma/ Degree in Information Communication Technology (ICT) or Information Technology (IT) or any relevant tertiary Qualification
- BTech/ Advanced Diploma/ Hons in ICT and IT will be an added advantage
- Certificate in Municipal Finance Management Programme (CPMD/MFMP) (added advantage)
- Minimum of five (5) years ICT or IT experience of which 3 years must be in municipal environment.
- Good Communication skills (written and verbal)
- Valid Code 8 Driver's License

KEY PERFORMANCE AREAS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- Coordinates and controls the operation of the ICT functions by issuing direct instructions and assisting with and solving any work related problems.
- Establishes the executive information security policies and strategy and the related operating strategies that are required to manage the ICT function of the municipality by engaging the following activities
- Determines the ICT strategy and policy for the municipality as a whole by researching, examining and aligning these to the broader national IT needs and objectives
- Ensures that training and development occurs in IT in the manner planned by providing appropriate guidance, on the job training and instruction to Practitioner and student in order to ensure that the required level of performance is reached in the manner required.
- Establishes a Disaster Recovery Plan for critical systems in order to ensure that in the event of a disaster, this plan will ensure that the municipal business processes will become operational in the shortest possible time.
- Provides input into the Review and Development of ICT policies and procedures in order to ensure that all aspects of legislative compliance are met.
- Developed procedure manuals according to IT standahand prescriptions

- Provides an efficient and effective IT and maintenance support function and service to all departments of council in order to establish and maintain effective IT usage throughout.

Division : Revenue Management
Position : 1 x Assistant Accountant - Collections
Task Grade : Task Grade 8
Remuneration : R 203 809.00 per Annum (Plus Normal Council Benefits)
Duration : Permanent

MINIMUM REQUIREMENTS:

- Grade 12 plus National Diploma in Accountancy (Commerce)
- Minimum of two (2) years experience in Revenue Management – Collections
- Good Communication skills (written and verbal)
- Valid Code 8 Driver's Licence
- Computer Literacy- Office applications.
- CPMD – MF (added advantage)
- Certificate in Customer care (added advantage)

KEY PERFORMANCE AREAS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- Processing transactional data referring to specific transactional documentation and recording, attending to amendments/ adjustments and the posting of transactions to specific accounts.
- Executing procedures with respect to the receipting and reconciling of rates and services related income, generating and forwarding printouts of payments to the immediate superior for verification and, completing procedural forms for banking purposes and/ or issuing clearance certificates.
- Attending to the printing and posting of consolidated bills to customers.
- Capturing new customers and also updating existing customers.
- Communicating with the financial institutions like banks to verify unknown monies directly deposited into the operational account
- Liaising with the Supervisor to verify grants transferred into the operational account
- Processing consumer debtor statements for the distribution by messengers.
- Draft the consumer reminder letters for the distribution by messengers.
- Extract and submission of reports like debt by type, billing reports, include age analysis, summary ageing reports, interest report, and balance reports to immediate superior for further processing.
- Submits supporting documents (i.e. receipts reports, grant reports, interest reports and investment register) to the immediate superior for preparing monthly reports.
- Prepares monthly reconciliations (i.e. investments, debtors & other income) for submission to the immediate superior.
- Prepares journals (i.e. Debtors, cashbook, and general ledger) for submission to the immediate superior.

FURTHER INSTRUCTIONS TO THE CANDIDATES

The Municipality subscribes to the principles of employment equity. People with disabilities are encouraged to apply. Interested Suitably qualified Candidates are to submit an application Letter, complete Curriculum Vitae, and certified copies of certificates of qualifications, SA ID copy and Driver's License. Applicants not contacted within 30 days of the closing date must consider their applications as unsuccessful. The Great Kei Municipality reserves the right not to make an appointment.


Applications must be submitted to:

**Acting Director Corporate Services: Attention Mr. B.T. Douglas
Great Kei Municipality, Private Bag X 2, KOMGA, 4950
OR 17 Main Road.
KOMGA, 4950.**

For enquiries you can contact the Human Resources Practitioner: Ms. N. Mzimba 043 831 5700/ 073 001 1098 during office hours

E- Mailed or Faxed applications will not be considered.

Closing date for the applications: 18 April 2024 at 16h30 pm


ISSUED BY:
MR. L.N. MAMBILA
MUNICIPAL MANAGER

05/04/2024
DATE