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

VACANCY / UMSEBENZI / BETREKKINGS

The Municipality is looking for a highly motivated, result orientated and experienced individuals to fill the following position.

BUDGET AND TREASURY OFFICE

Division	**: Revenue, Budget and Reporting**
Position	**: Manager Revenue, Budget and Reporting**
Task Grade	**: Task Grade 17 (Excluding Normal Council Benefits)**
Basic Salary	**: R716 243 per annum**
Duration	**: Permanent**

MINIMUM REQUIREMENTS:

- Grade 12 Matric Certificate
- B Com Degree with Accounting/ Economics/Cost and Management Accounting, or with Accounting as a major.
- Valid driver's license
- Certificate in Municipal Finance Management Programme (Added advantage)
- Completed SAICA/SAIPA articles will be an added advantage
- Five (5) years' related experience of which Three (3) years' experience must be in a supervisory level in relation to the position.
- Thorough knowledge of Municipal Budget Reporting Regulations applicable to the Local Government Sector
- Be able to prepare Annual Financial Statements in accordance with the applicable accounting reporting standards.
- Sound Computer skills and high level of reporting skills
- Good Communication skills (written and verbal)

KEY PERFOMANCE AREAS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING

- Assists the Chief Financial Officer with the compilation of the Annual Financial Statements within the GRAP format by engaging in the following activities, in order to ensure accurate AFS and legislative compliance:
- Ensure the successful implementation of the Revenue Enhancement Strategy and to manage all income generating aspects of the organization in order to ensure that these accounting processes occur in line with GRAP and in accordance with acceptable accounting practices.

- Ensures that the Policies are properly and correctly implemented by ensuring that the Billings and Credit Control Officer and the Revenue Accountant update the sub-leger and financial system with the new updated tariffs – thereby ensuring that consumers will be billed correctly.
- Quarterly SDBIP reporting for the division by collating all required data, as per targets and reporting thereon
- Ensures that the Valuations Roll is updated annually and that the updated data has been inputted directly onto the system (and is reconciled when comparing updates to the system) in order to ensure accuracy of the Valuations Roll data
- Ensures that the implementation reports are provided quarterly for all policies approved and in operation related to revenue, by accessing required data from all sources and compiling these reports in terms of the required format in order to ensure that they are submitted to management in the manner required.
- Assists the Chief Financial Officer to co –ordinate and provide inputs and relevant reporting in respect of the annual Budget
- Provides assistance to departments where this is required, by examining their areas of need, advising and assisting by utilizing own experience and skill, and in this way assisting them to build capacity and to meet compliance commitments for National Treasury;
- Manages all grants received by checking reconciliations to ensure that the amounts and detail reflected, correspond with those on DORA – thereby verifying the accuracy of data reflected
- Compiles MFMA required reports in the following instances by extracting data obtained from directorates and internally, while ensuring that these are prepared in the correct format and that these are submitted timeously in order to ensure compliance

Division	**: Supply Chain Management**
Position	**: 1 x Assistant Accountant – Supply Chain Management**
Task Grade	**: Task Grade 08**
Remuneration	**: R 203 809, 00 per Annum (Excluding Normal Council Benefits)**
Duration	**: Permanent**

MINIMUM REQUIREMENTS:

- Grade 12 plus National Diploma/ Degree in Accounting
- Minimum of 2 years' experience in Supply Chain Management
- Sound knowledge of Local Government Legislation and Supply Chain Management Regulations
- Sound Computer skills and high level of reporting skills
- Good Communication skills (written and verbal)

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

- Ensures that all pertinent aspects of the administration relating to supply chain are performed in order to ensure that procurement occurs effectively and in a totally compliant manner.

- Facilitates the functioning of the Bid Committees and Facilitates that compliance is achieved by all the Departments in respect to of complying with the SCM Policies and Procedures by engaging in the following activities.
- Assist with the preparation of monthly Supply Chain Reports
- Checking to ensure that all requisitions received have been documented correctly for compliance purposes. This requires that the required detail is noted correctly i.e. vendors name, date, signature, vote and amount;
- Checking/ensuring that all orders requiring a 3 quote system as per the policy are accompanied by this and the authorized signatory on the requisition in order to ensure compliance and further processing;
- Sources suppliers by examining the database, and if suitable providers are obtained requests them telephonically/in writing to furnish the required quotation so that an appropriate bidder can be identified
- Examines quotations received and compares these to the specifications so that a supplier is chosen after inputs from and discussions with line management – ensuring that the most suitable quotations is chosen while taking into account the price/quality ratio;
- Ensuring that the vendor appears on the database and entering data on the system from the system of ledger–transactions, stores, stock on vendors, the vendors name and the details of the order, in order to ensure that a record is maintained on the system for audit purposes;

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:

The Director Corporate Services: Attention Mr. B.T. Douglas
Great Kei Municipality, Private Bag X 2, Qumrha, 4950
OR 17 Main Road.
Qumrha, 4950.
For enquiries you can contact: The Human Resources Practitioner: Ms. N. Mzimba 043 831 5700/ 38 during office hours

E- Mailed or Faxed applications will not be considered.

Closing date for the applications: 19 September 2024 at 16h30 pm

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