

## EXTERNAL ADVERTISEMENT

**Intsika Yethu Municipality, an employer committed to equal employment invites persons to apply for the under mentioned vacancies**

### **1. MANAGER BUDGET, ASSET AND FINANCIAL REPORTING (Task Grade 16: Salary Scale: R487 314 – R632 534)**

#### ***Requirements***

- Grade 12
- B-Com Degree or National Diploma with Accounting 3.
- 3-5 years' experience in budgeting and reporting of which 3 years must have been in middle management level in Local government environment.
- The minimum competency requirements as per Treasury Regulations will serve as an added advantage.
- Advanced reporting and computer skills, including power-point.
- A full understanding of municipal legislation and GRAP standards
- An innovative and action- driven team leader.
- The ability to act with accuracy, honesty and integrity and maintain an effective, efficient and transparent system of financial management.
- Strong Supervisory and interpretation skills.
- Good Communication Skills
- Valid code driver's licence.

#### ***Duties***

- Be directly involved in all strategic decisions and document preparation for the department and the municipality at large (IDP, Budget, and SDBIP).
- Preparation of MSCOA MTREF Budget .
- Capture half year and annual programmes budgets and input to the accounting system.
- Monitor and Control budget section and ensure that it's in line with Municipal Budgeting & Reporting Regulations.
- Confirm budget availability on requisitions submitted with business units and capture budget transfers as and when necessary.
- Compile In Year Reports in a prescribed format by National Treasury Regulations and other organs of the state.
- Be directly responsible for all budget processes and ensuring that deadlines are met when the budget is prepared up to final approval by the council as per MFMA.
- Responsible for management of budget and check its spending is within budget allocation.

- Ensure that budget is prepared and submitted in the prescribed format, as per the Treasury Regulations.
- Maintain and review Asset Register in compliance with GRAP.
- Perform cash flow projections.
- Grants Management.
- Responsible for financial reporting and reconciliation of financial statements
- Attend all audit queries.
- Policy development

## **2. MANAGER – IDP AND IGR**

**(Task Grade 16: Salary Scale: R487 314 – R632 534)**

### ***Requirements***

- Grade 12
- A recognized Degree in Town and Regional Planning/Social Science/Development Studies.
- 3-5 years experience in the field of which 2 years must have been in middle management level in Local Government environment.
- Extensive understanding of strategic planning and excellent understanding of the intergovernmental planning framework.
- Knowledge and understanding of Local Government sector and applicable legislation
- Professional registration as a Planner with the council for Town and Regional Planners will be an added advantage.
- Knowledge and experience in Programme and Project Management will also serve as an added advantage
- Advanced knowledge in computer skills especially in excel, Word, PowerPoint, Publisher, Outlook and Internet.
- Valid code driver's licence.

### ***Duties***

- Manage, Facilitate and Coordination of Integrated Development Plan process and ensure that all role players and stakeholders are involved.
- Develop the Service Delivery and Budget Implementation Plan that is aligned to IDP and budget.
- Satisfying the municipality's public image associated with its service delivery functions encapsulated in the IDP.
- Amending the IDP in accordance with the proposals, recommendations and or comments from the MEC for COGTA.
- Manage the key performance areas and result indicators associates with the provision of effective Intergovernmental Relations (IGR) for the municipality.
- To ensure a smooth flow of information within government and between government and communities, with a view to enhancing the implementation of policies and programs.

- To give effect to the legal prescripts contained in various pieces of legislation relative to intergovernmental relations.
- Responsible to develop all strategic planning documents within stipulated time frames.

### **3. CHIEF INTERNAL AUDITOR** **(Task Grade 16: Salary Scale: R487 314 – R632 534)**

#### ***Requirements***

- Grade 12
- An appropriate B degree or equivalent in Auditing/Accounting/Internal Audit
- 3-5 years experience in the field of which 2 years must have been in middle management level in Local Government environment.
- Studying towards Certified Internal Auditor (CIA/CGAP) and understanding of Local Government environment will be an added advantage
- Systems and risk based auditing experience
- Knowledge of the International Standards for Professional Practice of Internal Auditing
- Advanced knowledge in computer skills especially in excel, Word, PowerPoint, Publisher, Outlook and Internet.
- Valid code driver's licence.

#### ***Duties***

- Conduct internal audit assignments throughout the municipality.
- Make recommendations that add value ensuring maximum payback to the municipality or process under review.
- The position reports to the Senior Internal Auditor and there will be significant exposure to senior management and functional groups throughout the municipality.
- Conduct when necessary financial or operational audit engagements or perform special projects requested by management in line with audit methodology.
- Develop audit programs to assess internal risks and controls; review and perform tests to ensure comprehensible documentation of audit findings.
- Prepare audit findings and working papers that support opinion and recommendations to improve process, system and control deficiencies.
- Ensure management is kept apprised of audit activities/findings, communicate audit results and recommended actions to management, and determine the appropriate timely action is being taken for significant items previously reported.

#### **NB: Women and People with disabilities are encouraged to apply**

Intsika Yethu Municipality Council is committed to the provisions of the Employment Equity Act, Act No.55 of 1998 for the advancement of previously disadvantaged and disabled people. Should candidates not be notified of the outcome of their applications within 21 working days from the closing date, they may regard themselves as having been unsuccessful.

**NB: No e-mailed or faxed applications will be accepted.** Interested persons with the necessary skills and attributes must submit their application letter with a comprehensive Curriculum vitae, certified copies of qualifications, identity document and valid driver's licence.

The Municipal Manager  
Intsika Yethu Municipality  
P/Bag X 1251  
COFIMVABA  
5380

**Enquiries: Mrs. N.K. Fololo at 047-874 8700/13**  
**Closing Date: 27 March 2020 @ 16:00**

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**S. KOYO**  
**MUNICIPAL MANAGER**

