

## **ACCOUNTANT CREDIT CONTROL AND INDIGENT**

**DEPARTMENT: BUDGET AND TREASURY OFFICE**

**POST LEVEL:4**

**REMUNERATION: R 509 935.00 -R535 951.00 Per Annum**

**REQUIREMENTS:** Matric, Degree or Diploma in Accounting, Economics, Cost Accounting or Local Government Finance. The management and regulation associated with this post require in -depth application of the principles, system and regulation associated with specific acts of Local Government and broader financial regulation. The ability to negotiate and communicate at all levels. Three to five (3-5) years' experience at middle management level. Knowledge of Local Government legislation, policies and By-law. Skill in reporting, monitoring and planning. Knowledge of the municipal revenue management in Local Government and Treasury Regulations, inclusive of practice notes. Advance knowledge of Microsoft Excel would be an added advantage.

**KEY PERFORMANCE AREAS:** Assists the Assistant Financial officer: Revenue with the review and development of policies related to revenue. Control credit. Be responsible for general administration in credit control divisions. Assist with the implementation of the Property Rates Act. Assist with updating and implementing all of Council's policy -related income. Check payment levels and enforce credit control policies and By-laws. Train and supervise personnel. Collect debt owed to the Municipality. Report to the Assistant Financial Officer regarding income issues. Take charge of customer care. Ensure that income of the Municipality is recorded and balanced into the financial system and that necessary register is kept. Answer audit enquiries regarding income and credit control matters. Attend meetings and works.

## **ACCOUNTANT BILLING**

**DEPARTMENT: BUDGET AND TREASURY OFFICE**

**POST LEVEL: 4**

**REMUNERATION: R 509 935.00 -R535 951.00 Per Annum**

**REQUIREMENTS:** Matric. National Diploma Local Government Finance, National Diploma in Accounting/ Bcom Degree or Equivalent Finance Qualification. Two years post qualification supervisory experience in Local Government Finance in a billing environment. Sound professional knowledge and understanding of accounting discipline with particular emphasis in billing. Ability to meet work targets, prioritising and ensuring work is in accordance with performance standards. Strong analytical and problem-solving skills.

**KEY PERFORMANCE AREAS:** Supervising billing staff. Adherence to work schedule per regulations. Coordinating flow of work amongst billing and meter reading staff. Controlling the achievement of daily routine work targets by billing staff. Reviewing the adherence of staff in the billing chain to daily work procedures. Ensuring that billing and meter reading staff operations are aligned to Ramotshere Moiloa Local Municipality Tariff Policy as well as the other related policies. Maintaining debtor accounts through controlling the creation of all new master file changes detailing service and tariff codes. Reviewing and controlling levy of appropriate sundry charges in line with adopted Tariff structures. Generating, developing reports for the process of taking appropriate action and administering meter reading functions as a whole. Compilation of billing working documents for Audit purposes. Liaising with relevant parties to all billing queries. Processing and authorising all journals prepared by the staff in billing chain.

### **DATA CAPTURER**

**DEPARTMENT: BUDGET AND TREASURY OFFICE**

**POST LEVEL: 10**

**REMUNERATION: R 248 101. 00 – R 282 192.00 per annum**

**REQUIREMENTS:** National Diploma or relevant degree. Managerial Skills. Computer literacy. Communication Skills. Interpersonal Skills. Diplomacy. Two (2) years relevant experience.

**Key performance Areas:** Administer the monthly meter readings to ensure the capturing of accurate information. Create Debtor Masters for all new applications to ensure that a new customer is created, account details are captured and required deposit paid. Make journal entries on customer accounts and other financial transactions to maintain accurate computerised records. Make journal entries with regard to debit notes received from directories. Attend to customer queries to ensure efficient service to the public. Conduct necessary billing changes to ensure that all debtors information is correct.

### **UNIT MANAGER ARCHIVES AND RECORDS**

**DEPARTMENT: CORPORATE SERVICES**

**POST LEVEL: 2a**

**REMUNERATION: R653 206.00 PER ANNUM**

#### **Requirements:**

Matric. Bachelor Degree in Information Management/ Records Management/ Public Administration or equivalent qualification. Knowledge of information management and understanding of the most prevalent presently being employed ie: processing systems. Proven experience in a paper based and electronic records management.

## **Knowledge and competencies**

Promotion of Access to Information Act and National Archives. Specialist knowledge of documents and records management practices. Management information system; electronic document and records management system. Knowledge of relevant records as well as statutory and regulatory frame works. Planning and time management experience. Understanding of good planning, organising, coordination and facilitation. Investigation skills. Analytical and research skills. Good interpersonal and communications skills. Must be in possession of a drivers licence.

## **Key Responsibility Areas:**

Develop and manage an organisation wide document and records management programme (Manual and electronic systems). Ensure that the electronic documents and records management systems of the Municipality is implemented, well managed and accessible to management and staff. Ensure that information can be Identified and retrieved when required on site as well as off site by proving well-structured records classification systems and record keeping systems. Ensure that there are evaluation criteria in place to monitor compliance with relevant legislation, responsible for the development of sound records management policies and procedure manual. Handle all administrative duties related to the Registry Office. Ensure that record keeping and records management practices. Effectively meet the legislative as well as the organisations objectives. Ensure proper validation of historical documents and files, asses the authenticity and validity. Ensure Promotion of Access to Information at National Archives.

## **UNIT MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**

**DEPARTMENT: CORPORATE SERVICE**

**POST LEVEL: 2a**

**REMUNERATION: R653 206.00 PER ANNUM**

## **REQUIREMENTS:**

National Diploma in Computer Science/ Information Communication Technology/. Information Communication Technology or equivalent relevant qualification. Certificate: MCITP/ MCSE, ITIL IT Service Management. Prince 2/PMB0K, Code 08 Driver's license, at least 3-5. years' experience, including two (2) years in a supervisory position with the following key competencies, knowledge of ICT infrastructure and application Virtualization Technologies and Solution. Working knowledge of VPN and server operating system architecture. Reliability in ensuring network security and projection of confidentiality data. Experience with windows server 2008R2(including Active Directory, Treat Management Gateway) Backups System. VMware installation Configuration and Management. Ability to multi-task and work independently.

## **KEY PERFORMANCE AREAS:**

Ensure that ICT goals are aligned with the Municipal Strategic Business Process. Identify control weaknesses and assure the efficient and effective implementation of measurable improvement in the Management to ICT risk. Motivate, monitor, evaluate ICT, investment and expenditure, informed by Municipality's IDP, advise Director Corporate Services, Management of internal ICT System and Architecture, Processes and Infrastructure and VPN. Implementation of IT policies in the management of ICT operations across the Municipality. Identity and Establish ICT procedure manuals and guidelines. Developing technical specification on project equipment, systems information Technology Upgrades. Management and Supervision of ICT staff and management of ICT helpdesk in alignment with institutional performance management. Participate in the Bid specification, evaluation and adjudication processes for ICT projects and services, software and hardware rendered in ensuring quality and cost management Whenever required. Maintenance and appraisal of Service Level Agreement, reviewing ISP contracts for alignment with the ICT requirements and Municipal expectations. Ensuring appropriate use of emails & internet services during access hours, and that comprehensive backup protocol are implemented. Work hand- in - hand with the asset Management unit in the management of Municipal ICT Inventory. Assessment of job requirements and capacitation of ICT staff with technical trainings workshops and skills development. Introducing new ICT trends and industry innovations.

## **UNIT MANAGER: MECHANICAL AND ELECTRICAL SERVICES**

### **DEPARTMENT: TECHNICAL SERVICE**

### **POST LEVEL: 2a**

### **REMUNERATION: R653 206.00 PER ANNUM**

### **Requirements:**

Matric, Diploma: Electrical Engineering / NQF Level 6 or equivalent. Computer literacy. Knowledge in the administration of Integrated National Electrification programme (INEP). Experience in medium voltage operations. Knowledge in Project Management. Report writing skills. Conflict resolution skills. Good planning, organising, coordination and facilitation skills. Investigation skills. Analytical and research skills. Good interpersonal and communications skills. Three years' experience in local government environment. Code B driver's License

### **Key Responsibility Areas**

Manage performance of the subordinates of the unit. Manage the budget of the unit to ensure sound financial administration. Plan, lead, organise and control the unit to ensure efficient productivity. Heads electricity distribution works, plan and design technical installation. Responsible for fleet management. Supply and maintenance of electricity networks within the requirements of National Energy Regulator Act, 2004 to comply with Municipal electricity by-laws. Manage and supervise the performance of minor construction and maintenance activities to make recommendations in terms

of sustainability. Manage contracts for minor construction and maintenance activities to ensure proper and efficient control over contracts.

Implementation and execution of a preventative maintenance programme for the total electricity networks. Monitor and report on contravention of Municipal electrical by-laws and relevant legislation. Monitor systems, policies, procedures and processes to ensure correct working operations and practices. Law enforcement of by-laws and SABS codes. Provision of an effective and efficient technical and vehicle maintenance and repair services to all directorates. Manage optimal use and availability of vehicles, equipment and machinery within the allocated budget.

**ADMINISTRATOR: COUNCIL SUPPORT**

**DEPARTMENT: CORPORATE SERVICES**

**POST LEVEL: 4**

**REMUNERATION: R 509 935.00 -R535 951.00 Per Annum**

**Requirements:**

matric. National Diploma or equivalent qualification in local government and/or public administration. Two years' experience in Local Government environment will serve as an advantage. Computer literate (MS Word, Excel, Power Point), emailing and internet facilities and willingness and aptitude to learn new technology. Communication skills and interpersonal skills. Sound human relations. Report writing skills. Must be able to work under enormous pressure. Ability to meet the targets. B Driver's license.

**Key Responsibility Areas**

Receiving items from all directorates and set them in the chronological order. Check typing of agendas and all annexures and rectify errors. Number all pages consecutively. Responsible for the compilation/duplication of the council agenda in consultation with the Manager Archives and Registry. Arrange with messenger/driver for the delivery of the agenda in consultation with top management within the directorates. In the absence of the messenger/driver seek alternative measures or the incumbent deliver the agenda. Ensure smooth delivery and timeous dispatching of the council agenda. In case of virtual meetings ensure that the electronic copy of the council agenda is emailed to all councillors.

**DEPARTMENT: BUDGET AND TREASURY**

**POST: ACCOUNTANT ASSETS**

**POST LEVEL: 4**

**REMUNERATION: R 509 935 -R535 951 Per Annum**

**Requirements:** B com degree with accounting as a major subject. At least three (3) years municipal finance experience. A valid Code EB driver's licence. Proficiency in Excel and Word. Deadline driven. Reliable honest individual. Good inter-personal and communication skills to interact with other departments. Must be able to work accurately and efficiently. Good report-writing skills. Ability to work in a team. Understanding of the Batho Pele Principles.

**KEY PERFORMANCE AREAS:**

Develop and maintain Council's fixed assets register. Extract Accounting transactions associated with assets acquisitions, depreciation and gain loss on disposal of assets from the fixed assets register and process on the monthly basis. Reconcile Council's fixed Assets register to related general accounts on an on-going basis. Provide detailed period reports to enable preparations of council's financial statements, budget and other financial management purposes as required, preparation of Assets Appendixes for the Annual Financial Statements. Ensure that all assets ARE valued in terms GRAP and that depreciation/revaluation is applied to all relevant categories of assets. Ensure proper control measures for the management for the management, safeguarding and maintenance of assets and inventory items. Ensure periodic verification of movable and immovable assets is conducted. Preparation of auctions for the sale of redundant assets. Responsible for reports on losses and write-off of assets in accordance with Council's Assets Management Policy. Develop Council's Policy and procedures from time to time.

**DEPARTMENT: BUDGET AND TREASURY**

**POST: ACCOUNTANT CREDITORS AND PAYMENTS**

**POST LEVEL: 4**

**REMUNERATION: R 509 935.00 -R535 951.00 Per Annum**

Requirements: B-Degree/Diploma in financial management qualification. Two (2) years' experience in financial management with knowledge of relevant financial legislation. Experience in credit management and payment. An appropriate management qualification will stand the application in good stead. Computer Literacy. For this position applicants should have a good grounding in policy making, financial and personnel management. Sound knowledge of supply chain management. Understanding and experience of customer service. Good analytical

and innovative thinking abilities. The ideal candidate will have above-average leadership abilities and inter-personal skills and relevant experience.

**KEY PERFORMANCE AREAS:** Create, implement and maintain a master file of suppliers. Evaluate all documentation in terms of policies and requirements before payments are approved. Ensure the timely payments of accounts and creditors in order to fulfil in the municipality's purchasing obligations. Take ownership of contract payments by management and maintenance of contract register. Responsible for the administering of all VAT and TAX related issues. Manage the allocation of salaries paid to correct expenditure votes and administer all ACB payments. Administer the payment of travelling subsistence allowances, travelling costs and other sundry payments. Responsible for reconciliation of the bank accounts.

**DEPARTMENT: BUDGET AND TREASURY**

**POST: INDIGENT VERIFICATION OFFICER**

**POST LEVEL 6**

**REMUNERATION: R 398 110.00 -R439 593.00**

**Requirements:** A matric, post matric qualification, a minimum three (3) years' relevant experience. A driver's licence code (08 or 10). The ability to use MS Office packages, MS Excel, Word, PowerPoint, outlook, etc. the ability to communicate at various levels with communities.

**KEY PERFORMANCE AREAS:** Perform on-site verification by verifying the information on the registration application as per Ramotshere Moiloa Local Municipality indigent policy. Visit the applicant and visually confirm the details supplied by the applicant. prepare a report in writing as to his /her observations, which must accompany the application when the verification Officer refers same. Collect such additional information pertaining to the application as he/she deems fit. Assess the application to ascertain whether it has merit, and if so, refer the application for an external scan (an external scan of applicants recommended as suitable candidates for indigent support in terms of prescribed norm, must be conducted with UIF, SARS, Department of welfare, Retail and credit bereau(s). The external scan must immediately follow the process after the site visitation has been captured; the external scan must be done separately from the site verification. Enter the relevant into the indigent management system within 72 (seventy-two) hours. Once the verification has been completed, generate a recommendation on the indigent system based on the information captured on the database. Refer those applicants that qualify for indigent support in accordance with the system to the indigent committee for final approval. Evaluate each indigent household in the same manner as new application and any changes in circumstances must be noted and submitted to the indigent committee. Ensure that the system is kept current and that indigent support is in fact extended to those who require and still qualify for.

**DEPARTMENT: COMMUNITY SERVICE**

**POST: TRAFFIC OFFICERS X2**

**POST LEVEL: 9**

**REMUNERATION: R 282,192 00 per annum**

**Requirements:**

- Grade 12 Certificate
- National Diploma as Traffic Officers/Registered as a Traffic Officer in terms of NRTA (Act 93 of 1996)
- 2 – 5 Years relevant experience
- Minimum valid category EB/B driver's license
- Firearm proficiency
- Physical and mental fit
- No criminal record

**Functions:**

- Ensuring that patrolling and observing the streets are done e.g., neglecting of traffic signs, illegal parking, speed checking etc.
- Traffic control, and traffic law enforcement
- Performing duties as prescribed in the National Land Transportation Act (NLTA) and National Road Traffic Act 93/96 (NRTA)
- Assist Municipal by Law Officials as required
- Execute Warrants of Arrest (WoA) and attend to court duties
- Provide emergency support function during disasters or emergency's
- Ensure that inconvenience and/or risks safety are minimized through efficient handling of traffic congestions
- Do specialized traffic policing

**Recommendations:**

- Applicants must provide a **valid SAPS clearance certificate** not older than 6 months on the day of interview. If not, you will automatically be disqualified
- Be able to act consequently and firmly
- Must be trustworthy with a high level of integrity with the ability to handle conflict, stress and work under pressure in all weather conditions.
- Good communication skills in at least 2 of the 3 official languages in North West, namely English, Afrikaans and Tswana
- A valid Competency Certificate as prescribed in terms of Section 10 of the Firearm Control Act, Act 60/2000
- A valid code B, A and EC driver's licence

**Special Conditions:**



- Promoting a safe work environment
- Required to work in all weather conditions
- Be willing to work shifts, overtime, and standby duties as and when required
- Do other duties as requested from time to time.

**DEPARTMENT: COMMUNITY SERVICE**

**POST: MANAGEMENT REPRESENTATIVE (VEHICLE TESTING STATION)**

**POST LEVEL: 7**

**REMUNERATION: R 351 595.00 – R 388 273.00 per annum**

**Requirements:** Grade 12 plus Examiner of vehicles Grade “A” Diploma. At least 2 years’ experience as management representative VTS, or senior Examiner of vehicles, Driver’s licence – code A and EC.

**COMPETENCIES:** The incumbent needs to be in good health. Able to handle work load stress and lift heavy equipment. Trained to be fully conversant with the procedure manuals for e-Natis operators. Sound knowledge of National Road Traffic Act 93/95, SANS 10047 and SANS 10216.

**KEY PERFORMANCE AREAS:** Ensure that all levels of technical and managerial competence required at the vehicle testing station are maintained. Submission of statistical returns to management. Supervision of examiner of vehicles, pit assistant and housekeeping. Handle technical queries and customer complaints. Maintaining of the quality management system.

**DEPARTMENT: TECHNICAL SERVICE**

**POST: MOTOR MECHANIC**

**POST LEVEL: 7**

**REMUNERATION: R 351 595 – R 388 273 per annum**

**REQUIREMENTS:** NTC 3 or equivalent qualification in motor mechanic. A minimum of (4) years’ relevant experience in passenger. Light commercial vehicles and construction plant with petrol and diesel engines. Driver’s licence is a prerequisite.

**COMPETENCIES:** The incumbent needs to be in good health. Able to handle work load stress and lift heavy equipment.

**KEY PERFORMANCE AREAS:** Execute planned maintenance on vehicles & equipment. Perform vehicle inspection to maintain Municipal vehicles fleet with

supervision. Execute repair work on vehicles, machinery equipment as and when needed. Perform mechanical duties to maintain and repair and service the municipal vehicle fleet. Obtain quotation from various suppliers to get best product prices for the council. Submit formal and informal reports to supervisor.

**Closing Date: 31January 2024**

**NO FAXED, EMAILED, OR LATE APPLICATIONS WILL BE CONSIDERED**

The Municipality will make appointment in line with its Employment Equity requirements.

The Municipality reserves the right not to appoint any applicant to this position and to subject candidates to security checks, educational qualification verification, criminal record checks, reference checks including with previous and current employers.

**Enquiries: M.E Mangope Tel: 018 642 1081**

**L.I MOKGATLHE**

**MUNICIPAL MANAGER**