

**LESEDI LOCAL MUNICIPALITY, GAUTENG
ADVERTISEMENT
INTERNAL/EXTERNAL**

1. Job notice number: **36 / 2017**
- Job Title: **CREDITORS OFFICER**
- Department: **FINANCE**
- Number of Positions Available: **1**
- Remuneration: **TG 11: R250 428 – R325 092 per annum (excluding benefits)**
- Appointments requirements: Relevant accounting administrative experience 1-2 years. NQF Level 6/7 National Diploma/Degree Accounting/Auditing/Financial Management. Must be Computer Literate. National Certificate NQF 6 Municipal Finance Management (added advantage). Must have completed the Certificate Programme in Municipal Finance (CPMD).
- Personal Attributes/competencies: Excellent communication and interpersonal skills. Be able to withstand high level of stress. Be able to communicate at all levels. Knowledge of the operations of the municipality.
- Duties: Receiving relevant invoices daily through the post. Keeping a record of invoices forwarded to the Accountant Expenditure for approval and follow-up if not received back within 7 days. Checking all past payments to prevent duplicate payments. Reconciling general and statutory account balances against statements and generating reports detailing the status of creditor accounts for analysis purposes. Submission of all monthly reports
2. Job Title: **CREDITORS CLERK**
- Department: **FINANCE**
- Number of position: **1**
- Remuneration: **TG 8: R167 328 – R217 224 per annum (excluding benefits)**
- Post Requirements: The successful incumbent must have Grade 12 and be fully computer literate. Must have 1 year relevant experience.
- Personal attributes/competencies: Must be computer literate and strong interpersonal skills with mathematical knowledge
- Duties: Checking system information, transactional receipts and preparing cash flow requirements against payment due.
Preparing payment schedule using the Bank Statement, extracting payment details to be used as reference for bank reconciliations.
Preparing facsimile transmission cover sheets, transmitting documents to specific destinations and/ or photocopying correspondence/ documents.



3. Job Title:

FINANCIAL MANAGEMENT INTERNS

Department: **FINANCE**

Remuneration: R 100 000.00 per annum

Number of positions 3

Appointments requirements: The potential intern should be a new graduate. Preferably 3 years Degree/Diploma (Bcom or B/Tech in Financial Management with an accredited registered higher institute. Basic knowledge of MFMA, knowledge of Municipal Finance environment. Must be within the age group 21 – 35 years. Must reside in Lesedi.

Duties: Strategic and operational financial management. Financial and performance reporting. Governance, professional ethics and values. Auditing and accountability. Partnership and stakeholder relations. Change, risk and project management. Procurement and contract management

4. Job Title:

OFFICER GENDER, YOUTH AND PEOPLE WITH DISABILITIES

Department: MUNICIPAL MANAGER

Number of Positions Available: 1

Remuneration: **TG 10:** R212 124 – R275 328 per annum (excluding benefits)

Appointments requirements: Matric. Community work experience, code B driver's license. Computer literate, excellent interpersonal skills, Excellent Public Relations skills, excellent communication skills. 1 – 2 years relevant experience in a municipal environment.

Personal Attributes/competencies: Good interpersonal skills, cognitive ability and capacity to work under pressure, analytical ability. The incumbent should be a young person, relevant in terms of age and exposure to development issues

Duties: To establish formal structures for youth representation to ensure that the youth department is effectively mainstreamed. To establish a functional desk that will represent issues pertaining to gender to ensure capacity building in this field. To determine how PWD's can be accommodated on issues of governance to ensure maximum representation of PWD's. Be an advisory body for youth, gender and disabled so as to assist in their development. Be able to develop policies and programmes, as well as implement them. Be able to mainstream the designated group's plans into the overall organisational plan.

The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship, qualification and employment verification). Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volumes of



responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. Successful candidates will be appointed on probation of six (6) months. Applications must be submitted on the prescribed Application for Employment form (obtainable from www.lesedilm.gov.za). The Lesedi Local Municipality is an equal opportunity affirmative action employer. Disabled persons are encouraged to apply. Should applicants be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Lesedi Local Municipality reserves the right to appoint a successful candidate.

Contact person: Teboho Tsoku
Telephone: 016 492 0099
Applications must be lodged at: Enquiries Corner H F Verwoerd and Louw Street Heidelberg 1438 or P.O Box 201 Heidelberg 1441
Closing Date 30____ October 2017 before 12h00

