



PUBLIC NOTICE BOARD ADVERTISEMENT

The KwaDukuza Municipality seeks to fill the following positions and accordingly invites applications from persons who meet the requirements as indicated. Please note that the post title and post identification number (KZ292.) MUST be indicated on your application which MUST be accompanied by certified copies of your qualifications, identity document and driver's licence where applicable. Applicants are also advised to ensure that their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.

PLEASE NOTE THAT APPLICANTS FOR POSTS BELOW TASK GRADE 11 ARE REQUIRED TO ATTACH THE PREFERRED EMPLOYMENT OPPORTUNITY FORM OBTAINABLE FROM KDM HUMAN RESOURCES WHICH MUST BE SIGNED BY A WARD COUNCILLOR, AS PREFERENCE WILL BE GIVEN TO LOCAL RESIDENTS.

Post Title	PRINCIPLE RELIEF CLERK
Business Unit	FINANCE
Ref. No.	KZ292FSBAA 004
Task Grade	T6
Salary	R141 992.88 – R184 334.52 per annum
Notice Number	MN-
Requirements	Gr.12 at an NQF level 4, National Diploma in NQF level 5-6 with Accounting or Financial Accounting as a major, Computer literate (MS Word & Excel), Code B/08 driver's license & 18 -24 months of experience in finance related environment.
Duties	MANAGEMENT AND FINANCIAL ACCOUNTS / REPORTS Performs task / activities associated with management and financial accounts by:-: <ul style="list-style-type: none"> • External Loans - prepare necessary payment vouchers for loan repayments, obtain certificate of loan balances from various financial institutions to confirm correctness for AFS disclosure purposes, update external loans register and balance to the general ledger. • Investments - attend to the administrative processes surrounding investments, obtain certificate of investment balances from various financial institutions to confirm correctness for AFS disclosure purposes. update investments register and balance to the general ledger. • Government Grants and subsidies - reconciliation of grants and subsidies to ensure all allocations are received and grants are correctly and adequately disclosed in the Annual Financial

	<p>Statements, Review DORA to ensure all allocations are included on the budget, monitor and ensure all transfers are received within the specified period, allocations are receipted to the correct liability accounts, and update grants file with copies of bank statements., attend to the co-ordination of information gathering process to support the roll-over application to National Treasury.</p> <ul style="list-style-type: none"> • Insurances - ensure that all councils assets are insured, claims are submitted timeously to the Insurers, record the claim on the Claims register and allocate unique claim number submit all insurance documentation to the insurers. liaise with the insurers to deal with queries relating to insurance claims. • Filing all payment vouchers, correspondence, bank statements, insurance claim documentation and all other documentation pertaining to the budget and compliance office. • Providing the budget office with information needed for the compilation of budgets. • Assist with the clearance of all audit queries raised by internal and external auditors. • Co-coordinating the process of various returns for Annual Financial Statement processes – Related party returns, events after reporting date returns. • Co-ordinate the process of obtaining information to support the POE file for risk management, AG dashboard report and Legislative compliance checklist.
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PLEASE NOTE:

1. Applications are to be addressed to the **Municipal Manager, KwaDukuza Municipality, P.O. Box 72, KwaDukuza, 4450 for attention the Human Resources Department**, and may be posted or hand delivered. (Note that hand delivered applications must be handed to the HR Officer, 34 Chief Albert Luthuli Street **OK MALL BUILDING KwaDukuza**) For enquiries Please call **032 437 5142/ 5153**.
2. The Closing date and time is **Wednesday 15 June 2022 at 12H00**. No applications will be accepted after the closing date and time.
3. Please **DO NOT** fax or e-mail applications. Please also **DO NOT** submit applications on Z 83 forms. Please **NOTE THAT APPLICATIONS MUST BE SUBMITTED ON KWADUKUZA MUNICIPALITY'S APPLICATION FORM WHICH IS OBTAINABLE ON THE MUNICIPALITY'S WEBSITE (www.kwadukuza.gov.za)**
4. KwaDukuza Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets of the municipality.
5. Further communication will only be with shortlisted candidates; such shortlist being confined to the candidates that best meet the requirements according to the information supplied in their CV's. Candidates not contacted within 3 months of the closing date may consider their applications unsuccessful.

6. Council reserves the right not to appoint any candidate to this post or to make required adjustments.
7. Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants.