



VACANCY ADVERTISEMENTS

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	ACCOUNTANT: PRE-PAID & REFUSE
Business Unit	FINANCE BUSINESS UNIT
Reference	KZ292FSRB 003
Task Grade	T12
Salary	R358 217,64 - R464 991,24 p.a.
Notice number	MN:160/2022
Minimum competency requirements	Applicants for posts affected by the National Treasury Minimum Competency Regulations, 2007 will be required to obtain those competencies within 18 months from the date of commencement.
Requirements	A Gr.12 at an NQF level 4, National Diploma/Degree in Accounting at an NQF Level 6, Computer literate (MS Word & Excel), At least 3 years relevant experience in a municipal revenue department. A valid Code B/08 driver’s licence.
Duties	Co-ordinates and control the application of accounting procedures by attending to check, Verify adjust, authorize, reconcile and report information related to Consumer Billing, Pre-paid and Refuse, Indigent support and Disconnection/Reconnection. Attending to queries and providing guidance on system applications and, processing and recording procedures in order to ensure specific instructions, reporting deadlines and outcomes are accomplished in accordance with laid down guidelines and applicable procedures. Identification and recover overdue accounts, Guiding and developing personnel on the processing sequences.
Knowledge of	Local government legislations, municipal policies, GRAP ,MsCOA, billing system
Post title	SUB ACCOUNTANT: MOVABLE ASSETS
Reference No.	KZN292FSBA 006
Task Grade	T10
Salary	R257 017,92 – R333 608,28
Requirements	A Gr.12, National Diploma in Accounting or finance related NQF level 6 qualification, Computer Literate MS Word & Excel, A valid Code B/08 driver’s license. 2 years relevant experience.
Duties	Perform and coordinate tasks associated with development and maintenance of an efficient and effective asset control environment. Ensure that all departments comply with Councils assets management policy. Monitor and ensure proper risk management of assets. Maintain and update the asset register. Reconcile the assets register with other registers and general ledger. Conduct physical verification and spot checks, Prepare relevant asset management monthly reconciliations. Ensure all movable assets are bar coded, Respond to all asset management related queries and adherence to all applicable prescripts, procedures and regulations.
Skills & Knowledge	MFMA, National Treasury Asset Management Guidelines

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 **Tuesday,06 September 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.