

IMATJHABENG MUNICIPALITY



ERRATUM

This serves to place an erratum in respect of the Internal/ External advert issued with the closing date of 30 May 2025.

The position has been updated with accurate details:

FINANCE

ACCOUNTING SERVICES

SENIOR MANAGER: ACCOUNTING SERVICES

SALARY: R819 960 p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance*)

POST LEVEL: 2

MINIMUM REQUIREMENTS:

NQF Level 8, Honours in Accounting or equivalent. Five (5) to (8) years post article experience with at least two (2) years' experience in Public Sector. Three (3) years Management experience. Three (3) years' experience in drafting financial statements including income statement, balance sheet, cashflow statement, notes, at the Municipal Environment. Strictly registered with a professional body. CA(SA) will an added advantage. Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Municipal Regulations, and any other related legislative requirements. Strong knowledge and understanding of GRAP. Applicant must have a Minimum competency Certificate in Municipal Finance Management programme (MFMP/CPMD) in line with National Treasury regulations or in the process of obtaining (MFMP/CPMD). Valid Driver's License. Applicant must have strong financial technical knowledge. Applicant must have excellent communication skills, written and oral. Applicant must have the ability to work under pressure and go the extra mile. Applicant must have attention to detail, be organized, ethical and have strong leadership skills. Applicant must have good Planning,

Organizing and excellent Project Management Skills. Applicant must have the ability and experience in driving Change within an Organization. Applicant must be Pro-active, deadline driven and pay attention to details. Proven ability to work independently and manage multiple shifting priorities in a fast-moving environment. Must be very organized, does not need to be chased. Understanding of software accounting concepts, especially revenue recognition, is a plus. Comfortable working with ambiguity and change. Able to navigate and find best outcomes using resources available. Demonstrates resilience and drive to create a successful outcome.

KEY PERFORMANCE AREAS

- Contribute towards the development of the Unit Strategy and Plan.
- Contribute towards the development and review of financial policies, systems and procedures.
- Prepare detailed accurate and complete financial statements.
- Address queries from the internal and external auditors.
- Accountable for timely, accurate and complete financial reporting.
- Processing of transactions/ journals, monthly reporting of General Ledger.
- Prepare Financial Statements for the Municipality and ensure that all financial submissions adhere to accounting policies and Generally Recognised Accounting Practice (GRAP) Governance.
- Ensure tax, legal statutory, and internal authority compliance.
- Co-ordinate and control personnel performance, productivity, and discipline by monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and / or other approved methods designed to improve and motivate personnel.

The positions of Meter Readers (36 positions) have been updated with accurate details:

GENERAL WORKERS (36 POSITIONS) ONE YEAR FIXED TERM CONTRACT POSITIONS

SALARY: R139 428

MINIMUM REQUIREMENTS:

Grade 12 certificate. NQF level 5 or experience as a meter reader in the municipal environment will be an added advantage. Valid Code B driver's license will be added as an advantage. Computer literacy (MS Word, Excel).

KNOWLEDGE, SKILLS AND COMPETENCIES

Must be able to read. Must be able to write clearly, add and subtract numbers. Basic Knowledge of Computer. Must be able to transport meter readers to workplace. A person who can do an audit on an installed metering panel and report on irregularities (photos where necessary). Added advantage would be to have an electrical background and a person that can change a faulty meter and/or install a replacement meter. Must be willing to work overtime when required. Must be able to handle conflict situations (disputes of consumers). Must have the ability to function under pressure.

KEY PERFORMANCE AREAS

- Reading meters. (Taking photos compulsory)
- Ensuring that all meters are read correctly.
- Recording reading of all meters listed in the reading sheet.
- Providing reason for all unread meters in the meter sheets.
- Reporting illegal connections and any abnormalities around meters.
- Identifying meters that are not in the reading sheets.
- Ensuring that meters are sequenced correctly.
- Ensuring that the meter physical address in reading sheets corresponds with the house number and the street name.
- Confirming the details of an account holder where possible.
- Ensuring meter reading are correct and accurate.
- Verifying meter/s as requested.
- Reporting faulty meters, leaks and pipe bursts.
- Providing customers with interpretation and explanation of meter reading.
- Forwarding customer queries to Customer Care Centre.
- Assisting customers with information e.g direction to Engineering Department

- Ensuring that customers are served and satisfied.
- Ensuring that meters are read and completed within the deadline date.
- Ensuring that accounts are billed timeously and accurately.
- Attending ad-hoc meetings as requested.
- Initiating special projects.
- Report to respective Managers on data captured, tenant information, meter data irregularities, etc.
- To engage and assist in miscellaneous projects within the scope of business.
- Assisting with monitoring on disconnected services.
- Assisting with assets verification processes during yearly audits.
- Assisting in other projects within the municipality.

Enquiries regarding the positions can be forwarded to Recruitment office @ (057) 391 3181

- Candidates are requested to forward a comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to The Senior Manager Human Resources, P.O Box 708 Welkom 9460 or may hand it to the Municipal Building the Municipal Main Building, Room 5, 3rd Floor, Welkom.
- Applicants are encouraged to submit their applications online via the municipality's official website: <https://mlmjp.matjhabeng.co.za>
- Fraudulent qualifications or documentation will immediately disqualify any applicant.
- A candidate who canvasses any Councillor and / or Senior Official for preference will be disqualified immediately from the selection process or from appointment.
- Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)

CLOSING DATE: 13 JUNE 2025

Please note: If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).

ACTING MUNICIPAL MANAGER