

VACANCIES

The Matjhabeng Local Municipality is seeking an innovative self-driven person who can represent the Municipality at the highest levels to fill the following permanent position:

FINANCIAL MANAGEMENT MANAGER: SUPPLY CHAIN MANAGEMENT

SALARY: R412 488 p.a
POST LEVEL: 3

MINIMUM REQUIREMENTS:

B Com degree and or related post graduate degree is preferred. Five years experience in supply chain management specifically within the municipality, one year staff management/ supervisory skills. Good understanding of the Municipality Finance Act, municipal ordinances, corporate governance, supply chain management and any other related legislative requirements. Valid drivers licence

KEY PERFORMANCE AREAS:

- Implement supply chain management strategy and ensure that it gets by from all stakeholders in the company
- Formulate efficient tendering policies, procedures and processes that the municipality may use including tender quotations, auctions, and other types of competitive bidding procedures
- Set up the tendering commission in line with the supply chain management policies as well as the municipal ordinances.
- Establish bidding processes which only pre-qualifies persons that may participate
- Prepare bid documentations, advertisement methods and invitations for contractors
- Establish mechanisms and procedures for the following: Opening of accounts, registration and recording of bids in the presence of interested parties
- Implement supply chain management system and ensure that valid data is captured daily.
- Ensure that provisions are discussed and addresses with the CFO
- Manages the image of the Company and ensure it is enhanced in the mind of the stakeholders
- Attend to all staff queries daily and ensure that there are no unresolved issues
- Ensure that all staff within the revenue department has set Key Performance Areas (KPA) and their performance is monitored monthly
- Ensures that staff has set career development and succession plan is set in consultation with Human Resources Department.
- Ensures that under performances are addressed and disciplinary action taken where required
- Ensure that tenders are properly reviewed in line with management processes
- Reconciliation tender versus reality completed and learning points passed onto all stakeholders
- Advise management on any macro/environmental changes that will impact on the department

MANAGER: CREDIT CONTROL

SALARY: R412 488 p.a
POST LEVEL: 3

MINIMUM REQUIREMENTS:

Applicable B-Degree or Equivalent. Relevant qualifications and experience at managerial/ administration level. Understanding of local government legislations. Be computer literate especially in Microsoft Office Products.

KEY PERFORMANCE AREAS:

- Implement the credit control/ cash management strategy that will ensure financial sustainability of the Municipality
- Ensure that all staff within the Credit Department are oriented on the credit management strategy and key performance objective are set for each staff member
- Ensure that internal controls are implemented based on sound business practices and corporate governance
- Inform management of any macro/ micro environmental changes that are likely to affect the Municipality and ensure that such risk exposures are controlled and minimised
- Ensure that debt collection policies are aligned with company vision, mission and values and are communicated to all staff
- Ensure that all accounts are monitored weekly and debtors adhere to their repayment terms and defaulters are dealt with in line with company policy
- Ensure that cash deposited by clients is credited to respective clients accounts daily
- Ensure that a profile of risk is developed and discussed monthly with the CFO
- Ensure that the status of indigent customers is

validated monthly by way of using resources such as ITC, bank reports, and any other reliable methods available

- Attend to all customer queries daily
- Ensure that high morale and team spirit is maintained within the department

MANAGER: EXPENDITURE

SALARY: R412 488 p.a
POST LEVEL: 3

MINIMUM REQUIREMENTS:

Applicable B-Degree or Equivalent with Accounting as a major subject. Relevant qualifications and experience at managerial/ administration level. Understanding of local government legislations. Be computer literate especially in Microsoft Office Products.

KEY PERFORMANCE AREAS:

- Scrutinise and interpret Council resolutions, official gazettes, government gazettes, acts, regulations and ordinances, etc and ensure correct implementation/ application thereof within the Branch
- Review and formulate procedures within own Branch and give guidance where necessary
- Co-ordinate answers to Audit queries
- Co-responsible for signing of Council Cheques
- Prepare payments to all creditors
- Monthly reconciliation of creditors statements
- Responsible for filling of payment vouchers

MANAGER: REVENUE

SALARY: R412 488 p.a
POST LEVEL: 3

MINIMUM REQUIREMENTS:

Applicable B-Degree with Accounting as a major subject. Relevant experience in revenue and customer care environment. Be Computer Literate.

KEY PERFORMANCE AREAS:

- Manage the revenue, enquiries and cash management sections in all the units
- Ensure compliance with all statutory with all statutory prescriptions including GAMAP/ GRAP
- Responsible and coordinate information from valuation section, Deeds office and Housing Department, in conjunction with Debtor financial system
- Produce key management and statistical reports on revenue
- Manage and control Monthly Variance report
- Control and check all adjustments of accounts in line with Matjhabeng Municipality Financial Regulations
- Manage and control of transactions of accounts
- Manage and control all manual and on-line journals processed on the system
- Control and implement applicable tariffs as approved by the Council
- Manage compiling statistics with regards to Rates, Water, Electricity, Refuse, and Sewerage
- Manage proper record keeping and filing of source documents
- Control and manage subordinates and keep attendance register up to date
- Control and attend to all correspondences relating to the section
- Control and attend to all internal and external enquiries relating to the section
- Ensure that all internal control are implemented and adhered to

SENIOR CHIEF ACCOUNTANT (CREDIT CONTROL)

SALARY: R295 680 – R383 556 pa
POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

BCom or Equivalent qualification. Municipal Finance Management qualification will be an added advantage. Knowledge of Credit Control and Debt Management Policies and Procedures is essential. Be Computer Literate.

KEY PERFORMANCE AREAS:

- Implement credit control & debt management strategy to ensure financial sustainability of the municipality
- Draft and ensure that internal controls are implemented in line with MFMA
- Produce monthly cash collection forecasts and ensure that staff achieves such collection targets
- Ensure that accounts are reconciled and suspense

- accounts are cleared monthly
- Analyse debtors accounts monthly and provide the manager with a detailed report on risk exposure and mitigation
- Ensure that indigents customers are validated and subsidised in accordance with the policies and subject to availability of funds.
- Ensure that all accounts are monitored, debtors adhere to their repayment terms and defaulters are dealt with in line with adopted policies.
- Ensure that internal and external audit queries / recommendations are actioned monthly.
- Ensure that all staff within credit control department are orientated on credit management strategy and key objectives are set for each.
- Ensure that credit limits are adhered to and all accounts are authorized before being transferred to external service providers.
- Supervision and monitoring of junior staff to ensure compliance with credit control procedures.
- Ensure implementation of decisions of management and council.
- Ensure that customer care principles are adhered to and practiced within the department.

SENIOR CHIEF ACCOUNTANT (CASH MANAGEMENT)

SALARY: R295 680 – R383 556 pa
POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

BCom or Equivalent qualification. Municipal Finance Management qualification will be an added advantage. Knowledge of Cash Management Policies and Procedures is essential. Be Computer Literate.

KEY PERFORMANCE AREAS:

- Daily management of sectional cash receipts
- Maintain adequate levels of change for availability to the revenue centres as needed
- Receive and verify cash/ cheque drops from all revenue centres daily
- Prepare and manage change funds for all revenue centres
- Perform bank deposits and change requests as needed
- Accurately process all cash and credit/ debit card payment
- Resolve all credit/ debit cards disputes with credit card processors
- Review/ implement appropriate policies and procedures that affect the position
- Proper record keeping
- Allocate duties to relevant sectional supervisors
- Produce monthly reports relating to cash management and deviations by centres

ACCOUNTANT: RATES AND TAXES

SALARY: R228 036 – R286 284 pa
POST LEVEL: 7/6

MINIMUM REQUIREMENTS:

B. Com Degree or equivalent (NQF Level 6) plus 3-4 years relevant experience

KEY PERFORMANCE AREAS:

- Coordinate and control sequences associated with the verification and provision of information related to Revenue transaction
- Analyse and approve revenue recording processes referring to information detailed in supporting documentation and resolve deviation from procedures
- Provide support with regards to the consolidation of Income transactional information to facilitate the production of Financial Statements
- Prepare Statistical reports depicting short to medium cash flow trends
- Interact with internal or external auditors and provide supporting documentation and proof of approval
- Control the key performance areas and critical output of personnel within the Branch
- Co-ordinate the recording and processing procedures of income transactions against services rendered
- Co-ordinates specific administrative and financial sequence associated with the rates levy

ACCOUNTANT CREDIT CONTROL

SALARY: R228 036 – R286 284 pa
POST LEVEL: 7/6

MINIMUM REQUIREMENTS:

B. Com Degree or equivalent (NQF Level 6) plus 3-4 years relevant experience

KEY PERFORMANCE AREAS:

- Co-ordinates and controls sequences associated with the verification and provision of information

- related Debt Collection
- Ensure reporting requirements and information explaining and detailing income sequences and trends
- Monitoring Debt collection and processes referring to information detailed in supporting transactional documentation and resolving deviations from procedures.
- Attend to the consolidation of Debtor Account, extracting and submitting reports detailing amounts payable for approval prior to generating and forwarding Consumer Billing Statements.
- Prepare statistical reports depicting disconnections and reconstructions and amounts support specific deviations.
- Interact with internal or external auditors and provide supporting documentation and proof of approval
- Interacting with regions to prepare cut off program.
- Control the key performance areas and critical output of personnel within the Branch
- Coordinate the recording and processing procedures of Dept Collections transactions against services rendered to ensure the processing of income related transactions are completed accurately in accordance with laid down accounting procedures and practices
- Process and verify debtor transactions against system reports and summaries and, seek approval on adjustments to entries for specific accounts.
- Reconcile Debtor accounts of clients in arrears to determine payment plan
- Generate reminder notifications for circulation to certain overdue debtor's and\ or communicating calculating and establishing payment terms and conditions with defaulters
- Management of operational activities to ensure correct and proper credit control for purposes of sustainable income for the Council.

SUPPLY CHAIN MANAGEMENT (SCM) PERFORMANCE OFFICER

SALARY: R228 036 – R286 284 pa
POST LEVEL: 7/6

MINIMUM REQUIREMENTS:

B. Com Degree or equivalent (NQF Level 6) plus 3-4 years relevant experience

KEY PERFORMANCE AREAS:

- Maintain and implement a SCM performance system
- Conduct the annual SCM risk assessment and development of the SCM risk universe and risk response plan
- Management of procurement plans submitted by various departments

CHIEF BUYER

SALARY: R228 036 – R286 284 pa
POST LEVEL: 7/6

MINIMUM REQUIREMENTS:

Applicable B. Com Degree or equivalent (NQF Level 6) plus 3-4 years relevant experience

KEY PERFORMANCE AREAS:

- Conduct needs assessment by collecting and analysing relevant data, categorising commodities and confirming availability of funds
- Conduct a market and industry analysis
- Administer the process of drafting specification or terms of reference and special conditions of contract
- Compile and maintain supplier database
- Provide administrative support in the bid or quotation process
- Conduct stock take

Enquiries regarding the positions can be forwarded to Mr MP Matsie @ (057) 391 3713

Candidates are requested to forward a comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to The Acting Senior Manager Human Resources, P.O Box 708 Welkom 9460 or may hand it to the Municipal Building 1st Floor, Room 17 & 18, Main Building, Odendaalsrus. 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: 29 AUGUST 2014

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).

MR MF LEPHEANA
ACTING MUNICIPAL MANAGER