

MOSSEL BAY MUNICIPALITY

Mossel Bay Municipality, an employer committed to equal employment invites persons to apply for the undermentioned vacancy.

ACCOUNTANT: CONSOLIDATED ACCOUNTS AND METER READINGS **(APPLICANTS RESIDING IN THE WESTERN CAPE WILL RECEIVE PREFERENCE)**

REQUIREMENTS

- B Degree or equivalent 3 year National Diploma with Accounting or Municipal Finance
- Computer literacy
- 3 Years in a similar environment
- Completed Minimum Competency Level Training or willing to complete training in terms of the Municipal Regulations on Minimum Competency Levels, GN R493 of 2007
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Good communication, interpersonal, numeracy and conflict management skills
- Must be able to work under pressure

KEY PERFORMANCE AREAS

- Personnel and performance management of subordinate
- Administrative tasks related to post
- Debit raising, timely delivery of accounts and checks master file and rectify on Promun system
- Accounting tasks eg: adjustment journals for incorrect levies, calculates water levies, special bulk meter tariffs, checks credit payments, etc
- Captures all electricity and water sales statistics and do journal adjustments
- Calculates payment of contract meter readers, compiles invoices and arranges payment
- Draft reports

SALARY SCALE: R279 050.64 – R362 205.84 per annum (T12)

CLOSING DATE: 1 DECEMBER 2017
(No applications received after 13h00 will be accepted)

GENERAL:

- Shortlisted candidates may be subjected and required to undergo a theoretical and/or practical test.
- ***Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant***
- Applications in writing on the official application form and accompanied by a comprehensive CV, which will be regarded as confidential, must be directed to: The Senior Manager Human Resources, P O Box 25, Mossel Bay, 6500. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant.
- Application forms are available on the Municipal web-site (www.mosselbay.gov.za) or electronically available from the contact person mentioned hereunder. Original Certified copies of proof of qualifications should accompany the CV.
- **Electronic applications may be e-mailed to admin@mosselbay.gov.za**
- For equity purposes please indicate your race, gender and disability status.
- Further details are obtainable from Ms C Wagenaar or Ms L de Vos at telephone number (044) – 6065000.
- If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.
- The Mossel Bay Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

ADV. MG GILIOME
MUNICIPAL MANAGER

MOSSSELBAAI MUNISIPALITEIT

Mosselbaai Munisipaliteit, 'n werkgewer wat verbind is tot gelyke indienseneming, nooi persone om aansoek te doen vir die ondergenoemde vakature

REKENMEESTER: GEKONSOLIDEERDE REKENINGE EN METERLESINGS

(AANSOEKERS WAT BINNE DIE GRENSE VAN DIE MOSSSELBAAI MUNISIPALITEIT WOONAGTIG IS SAL VOORKEUR GENIET)

VEREISTES

- B-Graad of gelykwaardige 3 jaar Nasionale Diploma met Rekeningkunde of Munisipale Finansies
- Rekenaargeletterdheid
- 3 Jaar in 'n soortgelyke omgewing
- Voltooide Minimum Vaardigheidsvlak Opleiding of bereid om opleiding te voltooi ingevolge die Munisipale Regulasies op Minimum Vaardigheidsvlakke, GN R493 van 2007
- Vaardig in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie kommunikasie-, interpersoonlike-, gesyferdheid- en konflikbestuursvaardighede
- Moet onder druk kan werk

SLEUTEL PRESTASIE-AREAS

- Personeel- en prestasiebestuur van ondergeskiktes
- Administratiewe take in verband met pos
- Debietverhoging, tydige aflewering van rekeninge en kontroleer van meesterlêer en regstel op Promun-stelsel
- Rekeningkundige take, bv. aanpassingsjoernale vir verkeerde heffings, bereken waterheffings, spesiale massametertariwe, kontroleer kredietbetalings, ens.
- Vaslê van al die elektrisiteit- en waterverkoop statistieke en maak joernaalaanpassings
- Bereken betaling van kontrakmeterlesers, stel fakture op en reël betaling
- Opstel van verslae

SALARISSKAAL: R279 050.64 – R362 205.84 per jaar (T12)

SLUITINGSDATUM: 1 DESEMBER 2017
(Geen aansoeke na 13:00 ontvang sal aanvaar word nie)

ALGEMEEN:

- Kortlys en uitgenooide kandidate mag onderwerp en verplig wees om 'n teoretiese- en praktiese toets af te lê.
- ***Ondanks enige vertoë tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod gemaak is deur die munisipaliteit aan, en deur die aansoeker aanvaar is nie.***
- Skriftelike aansoeke op die amptelike aansoekvorm moet vergesel word van 'n omvattende CV, wat as vertroulik beskou sal word, en moet gerig word aan: Die Senior Betuurder Menslike Hulpbronne, Posbus 25, Mosselbaai, 6500. Hierdie vereistes is verpligtend en indien dit nagelaat word sal die aansoek onmiddellik gediskwalifiseer word.
- Aansoekvorms is beskikbaar op die Munisipale webwerf (www.mosselbay.gov.za), of elektronies beskikbaar by die kontakpersone wat hieronder genoem word. Oorspronklik gesertifiseerde afskrifte ter staving van kwalifikasies moet die CV vergesel.
- **Elektroniese aansoeke kan per e-pos gestuur word aan admin@mosselbay.gov.za**
- Vir gelykheidsdoeleindes moet u geslag, ras en ongeskiktheid status aangedui word.
- Verdere besonderhede is verkrygbaar by Me C Wagenaar en Me L de Vos by telefoonnommer (044) - 6065000.
- Indien applikante nie binne 40 dae na die sluitingsdatum gekontak word nie, kan aanvaar word dat hulle nie suksesvol was nie.

- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Gelyke Indiensneming, Wet 55 van 1998, ter bevordering van voorheen benadeelde en gestremde persone.

ADV. MG GILIOME
MUNISIPALE BESTUURDER

UMASIPALA WASEMOSEL BHAYI

UMasipala waseMossel Bhayi,umqeshi ozibophelele kwingqesho elinganayo umema abantu ukuba benze izicelo zesi sithuba sichazwe ngezantsi.

UMCWANGCISI-MALI:AMATYALA ADITYANISIWEYO KUNYE

NOFUNDO LWEEMITHARA

(ABENZI-ZIOCELO ABAHLALA ENTSHAONA-KOLONI BAYA KUQWALASELWA KUQALA)

IIMFUNO/OKULINDELEKILEYO

- IsiDanga okanye isiqu esilingana naso esiyiDiploma yeminyaka emi-3 kwiiMali zooMasipala.
- Ulwazi ngeKhompyutha .
- Amava eminyaka emihathu (3) kumsebenzi ofana nalo.
- Ube uwugqibile umyinge woQeqesho kuMgangatho osezantsi okanye ube uyakulangazelela ukuqeqeshelwa izakhono kwiMigaqo kaMasipala kwiMigangatho yabaQalayo,GN R493 ka 2007.
- Ulwazi lweelwimi ezimbini kwezintathu ezisesikweni eNtshona-Koloni.
- Izakhono ezigqibeleleyo zonxibelelwano,ezothetha-thethwano,ezokubala kwanokusombulula iimbambano.
- Ube uyakwazi ukusebenza phantsi koxinzelelo.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulawula abasebenza phantsi kwakho
- Imisebenzi yolawulo engqamene nesi sithuba.
- Unyuso-matyala,ukukhutshwa kweencwadi zamatyala kwangethuba kwanokuqaphela ifayile ephambili kwanokukwenza izilungiso kwinkqubo ye Promun.
- Imisebenzi yokuBala,umz: ukulungisa iincwadi zamatyala ekuqinisekiseni imirhumo echanekileyo,ukubala imirhumo yamanzi,amaxabiso awodwa eemithara,ukujonga iintlawulo zamatyala,njl-njl.
- Ukufaka kwinkqubo yekhompyutha zonke iingcombolo zokuthengiswa kombane namanzi kwanokwenza izilungiso.
- Ukubala izivumelwano zabafundi beemithara zamanzi,ukwenza iincwadi zamatyala kwanokulungiselela iintlawulo.
- Ukuqulunqa iingxelo.

UMLINGANISELO WOMVUZU: R279 050.64 – R362 205.84 ngonyaka (T12)

UMHLA WOKUVALA: 1 DISEMBA 2017
(Izicelo ezifunyenwe emva kwentsimbi ye13:00 aziyi kwamkelwa).

GABALALA:-

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane bayakuindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo.***Nangona kungakho nalo naluphina ummelo,akukho sivumelwano sengqesho siya kusebenza phambi kokuba esi sinikezelo sibe samkelwe ngulowo sithe samkelwa isicelo sakhe.***
- Izicelo ezibhaliweyo kwifomu esesikweni nezikhatshwa yi-CV egqibeleleyo,neyakuthatyathwa njengeyimfihlo,kufuneka zingeniswe ku:The Senior Manager(Human Resources),P.O. Box

25, Mossel Bay, 6500. Le miqathango isisinyanzelo kwaye ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho. Iifomu zezicelo ziyafumaneka kwi-website kamasipala (www.mosselbay.gov.za) okanye ungazithunyelwa nge-imeyile xa uthethe waqhagamshelana nomntu ochazwe apha ngezantsi. Izicelo ezingeniswa nge-imeyile ziya kwamkelwa.

- Iikopi zeziqinisekiso zeziqinisekisiweyo njengeziyinyaniso kufuneka zikhaphe iCV yakho.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko.
- Iingombolo ezithe vetshe ungazifumana kuNkszn C Wagenaar okanye uNkszn L de Vos kule nombolo yomnxeba (044) 606 5000.
- Ukuba isicelo sakho uwufumananga mpendulo ngazo kwi sithuba seentsuku ezingama-40, ungathabatha ukuba isicelo sakho asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele kwingqesho ngokulingana kwaneemfuno zoMthetho weNqesho ngokulingana, Nombolo 55 ka 1998, kwabo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

GQWETHA MG GILIOME
UMPHATHI KAMASIPALA