

**MOSSEL BAY MUNICIPALITY**  
Mossel Bay Municipality, an employer committed to equal employment, invites persons  
to apply for the undermentioned vacancy

**ACCOUNTANT: CREDITORS**  
**EXPENDITURE**  
**(FINANCIAL SERVICES)**

**MOSSEL BAY**  
**PERMANENT APPOINTMENT**

**APPLICANTS RESIDING WITHIN THE WESTERN CAPE MAY RECEIVE PREFERENCE**

**REQUIREMENTS**

(Relevant proof / documentation and relevant completed application form must accompany application.  
No late submissions will be accepted)

- Relevant 3-year tertiary qualification (minimum NQF Level 6)
- Computer Literate (MS Office applications)
- Minimum of 2 to 5 years' relevant experience
- Supervisory experience
- Valid Code B driver's license (Manual vehicle)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Required to work overtime after normal office hours when required

**COMPETENCIES REQUIRED**

**Core Professional Competencies:**

- Assists with the preparation and reviewing of training material, policies and guidelines
- Sound report writing skills
- In-depth knowledge of issues impacting service delivery
- Identifies various alternative options and selects most appropriate solutions

**Functional Competencies:**

- Aware of and able to apply the principles of GRAP
- Uses techniques such as time series and index numbers to interpret accounting data
- Contributes to the planning and allocation of resources
- Prepares forecasts of income and expenditure
- Contributes to cost management by value analysis and cost reduction techniques

**Public Service Orientation:**

- Accurately captures expectations, ideas and concerns
- Organises and presents own perspective in a logical manner
- Professional in interaction with the general public and stakeholders

**Personal Competencies:**

- Pushes self and motivates others for results
- Stays calm and focused under pressure, responding constructively to adverse situations
- Demonstrates logical, consequential thinking and develops new ways to solve problems

**Leadership Competencies:**

- Sets out work for others in a well-planned and organised manner
- Diagnoses performance issues and determines appropriate developmental interventions
- Provides individuals with guidance on how to handle new or difficult situations

## **KEY PERFORMANCE AREAS**

- Interact with internal and external auditors
- Prepare statistical reports depicting short- and medium-term creditor and ad hoc expenditure trends
- Analyse and verify transactional recordings, specific expenditure reports and summaries
- Activate electronic payment sequences
- Execute monthly, quarterly and annual creditor's reconciliations and reporting
- Ensure the accurate and timeous payment of creditors according to approved budget
- Check and update invoices, sundry payments, travel and subsistence claims
- Maintain electronically-based data and records
- Monitor and address personnel performance, productivity and discipline
- Handle creditor enquiries by attending to telephonic, e-mailed, written and verbal queries

### **SALARY SCALE:**

**All-inclusive total package of ±R534 587.62 – R683 443.86 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13<sup>th</sup> cheque included.**

**BASIC SALARY: R386 635.56 – R501 850.32 per annum (T12)**

**CLOSING DATE: 3 NOVEMBER 2023**

**(No applications received after 13h00 will be accepted)**

### **GENERAL:**

- Application forms are available on the Municipal website ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) or electronically available from the contact persons mentioned hereunder.
- **Applications in writing on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, may be hand-delivered to the Mossel Bay Municipality HR department (Old Power Station Building, Santos Beach, Mossel Bay). **For posts advertised internally and/or locally (within the boundaries of the Mossel Bay Municipality)**, only hardcopy applications will be accepted. **Electronic applications accompanied by the official application form and a comprehensive CV (preferably as one combined PDF document) may be e-mailed to [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za).** These conditions are compulsory and failing to comply will automatically lead to **disqualification of the applicant**.
- Note that the relevant official application form must be completed in full. Failure to submit such completed application form and/or attach certified copies and other required documentation will lead to immediate disqualification.
- Original certified copies (not older than 6 months) of proof of qualifications and other required documentation must accompany the CV and application form.
- Candidates who qualify for pre-screening may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- Candidates qualifying for pre-screening (practical assessments) who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- Further details are obtainable from Ms N De Wet or Ms F Mpondo at telephone number (044) - 6065000.
- If applicants are not contacted within 3 months 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 and therefore encourages persons from these groups to apply.**
- ***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.***

MR. C PUREN  
MUNICIPAL MANAGER

**MOSELBAAI MUNISIPALITEIT**  
**Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelykheidsindiensneming nooi**  
**persone om vir die ondergemelde vakature aansoek te doen**

**REKENMEESTER: KREDITEURE**

**UITGAWES**

**(FINANSIËLE DIENSTE)**

**MOSELBAAI**

**PERMANENTE AANSTELLING**

**AANSOEKERS WOONAGTIG BINNE DIE WES-KAAP MAG VOORKEUR GENIET**

**VEREISTES**

(Verwante bewys / dokumentasie en verwante voltooide aansoekvorm moet aansoek vergesel. Geen laat indienings sal aanvaar word nie)

- Verwante 3-jaar tersiêre kwalifikasie (minimum NKR Vlak 6)
- Rekenaargeletterd (MS Office toepassings)
- Minimum 2 tot 5 jaar verwante ondervinding
- Toesighouding ondervinding
- Geldige Kode B Bestuurderslisensie (Handrat voertuig)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Vereiste om oortyd te werk na normale kantoorure wanneer van vereis word

**VEREISTE BEVOEGDHEDE**

**Kern Professionele Bevoegdhede:**

- Help met die voorbereiding en hersiening van opleidingsmateriaal, beleide en riglyne
- Sterk verslagskryf vaardigheid
- In-diepte kennis van kwessies wat dienslewering beïnvloed
- Identifiseer verskeie alternatiewe opsies en kies die mees geskikte-oplossings

**Funksionele Bevoegdhede:**

- Bewus van en in staat om die beginsels van "GRAP" toe te pas
- Gebruik tegnieke soos tydreeks en indeksnommers om rekenkundige data te interpreteer
- Dra by tot die beplanning en toekenning van hulpbronne
- Berei voorspellings/ vooruitskattings van inkomste en uitgawe voor
- Dra by tot kostebestuur deur waarde-analise en kosteverlagingstegnieke

**Publiekediens Oriëntasie:**

- Vang verwagtinge, idees en bekommernisse akkuraat vas
- Organiseer en bied eie perspektief aan in 'n logiese wyse
- Professioneel in interaksie met die algemene publiek en belanghebbendes

**Persoonlike Bevoegdhede:**

- Druk self en motiveer ander vir resultate
- Bly kalm en gefokus onder druk, reageer konstruktief op nadelige situasies
- Demonstreer logiese, konsekwente denke en ontwikkel nuwe wyse om probleme op te los

**Leierskap Bevoegdhede:**

- Sit werk uiteen vir ander in 'n goed-beplande en georganiseerde wyse
- Diagnoseer prestasiekwessies en stel toepaslike ontwikkelingsintervensies vas
- Voorsien individue van leiding om nuwe of moeilike situasies te hanteer

## **SLEUTEL PRESTASIEAREAS**

- Interaksie met interne en eksterne ouditeure
- Stel statistiekeverslae op wat kort- en mediumtermyn krediteure en ad-hoc uitgawe tendense uitbeeld
- Analiseer en verifieer transaksionele opnames, spesifiek uitgaweverslae en opsommings
- Aktiveer elektroniese betalingsvolgordes
- Doen uit maandelikse, kwartaallikse en jaarlikse krediteursrekonsilliasies en verslagdoening
- Verseker die akkurate en tydige betaling van krediteure volgens goedgekeurde begroting
- Nagaan en opdateer van fakture, diverse betalings, reis en verblyf eise
- Instandhouding van elektronies-gebaseerde data en rekords
- Monitor en beheer personeelprestasie, produktiwiteit en dissipline
- Hanteer krediteure navrae deur telefoniese, e-pos, geskrewe en mondelingse navrae te beantwoord

## **SALARISSKAAL:**

**Alles-insluitende totale pakket van ±R534 587.62 – R683 443.86 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13<sup>de</sup> tjek ingesluit.**

**BASIESE SALARIS: R386 635.56 – R501 850.32 per jaar (T12)**

**SLUITINGSDATUM: 3 NOVEMBER 2023**

**(Geen aansoeke ontvang na 13h00 sal aanvaar word nie)**

## **ALGEMEEN:**

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) of elektronies beskikbaar van die kontakpersone hieronder genoem.
- **Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV** wat as vertroulik beskou sal word, kan per hand afgelewer word by die Mosselbaai Munisipaliteit MH afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai). Vir poste wat intern en/of plaaslik geadverteer word (binne die grense van die Mosselbaai Munisipaliteit), sal slegs hardekopie aansoeke aanvaar word. **Elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (Verkieslik as een gekombineerde PDF dokument) kan per e-pos gestuur word aan [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za).** Hierdie voorwaardes is verpligtend en versuim om te voldoen sal outomaties tot die diskwalifikasie van die aansoeker lei.
- Neem kennis dat die verwante amptelike aansoekvorm ten volle voltooi moet wees. Versuim om die voltooië aansoekvorm en/of kopië en ander vereiste dokumentasie aan te heg, tot onmiddellike diskwalifikasie sal lei.
- Oorspronklike gesertifiseerde kopië (nie ouer as 6 maande nie) of bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wie vir voorafkeuring kwalifiseer mag onderworpe wees en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kortlyskandidate wie vir vooraf-keuring kwalifiseer (praktiese assessering) wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde kopië van kwalifikasies en ander vereiste dokumentasie op of voor die datum van die praktiese toets voorsien.
- Verdere besonderhede is verkrygbaar by Me N De Wet of Me F Mpondo by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 3 maande na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- **Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone en bemoedig dus persone van hierdie groepe om aansoek te doen.**
- **Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod deur die Munisipaliteit gemaak word aan, en deur die aansoeker aanvaar is nie.**

## **UMASIPALA WASEMOSEL BHAYI**

**UMasipala waseMosel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana umema abantu ukuba benze izicelo zesi sithuba silandelayo**

### **UMGCINI-ZINCWADI-ZEMALI: AMATYALA**

#### **IINKONZO ZENKCITHO-MALI**

#### **(IINKONZO ZEZIMALI)**

##### **EMOSEL BHAYI**

##### **INGQESHO ESISIGXINA**

#### **ABENZI-ZICELO ABAHLALA PHAKATHI ENTSHONA-KAPA BANGAQWALASELWA KUQALA**

#### **IIMFUNO / OKULINDELEKILEYO**

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kunye nefomu echaphazelekayo egcwalisiweyo, kufuneka zihambe nesicelo sakho)

- Isiqu seMfundo Ephakamileyo seminyaka emithathu (3) (ubuncinane iNqanaba lika NQF 6)
- Ulwazi ngeNgqondo-mtshini i(Khompyutha) linkqubo zika – MS Office}
- Ubuncinane iminyaka emibini (2) ukuya kwemihlanu (5) amava angqamene nalo msebenzi
- Amava kwinqanaba lokuphatha/lokulawula
- Iimpepha-mvume zokuqhuba zeNqanaba B
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ulindeleke ukuba usebenze ixesha elongezelelweyo emva kweeyure ezisesikweni zomsebenzi xa kuyimfuneko.

#### **OKULINDELEKE UKUBA UKWAZI UKUKWENZA**

##### **Ugqibelelo lobuganga-phambili Lolwazi:**

- Ukuncedisa kulungiselelo kwanokuhlaziywa kwezinto zoqeqesho, imigaqo-nkqubo kunye nezikhokelo
- Izakhono ezihle zokubhala ingxelo
- Ulwazi olunzulu ngemibandela enempebelelo ekuhanjiseni kweenkonzo
- Ukuchonga iindlela ezizezinye ezahlukeneyo kwanokuchonga izisombululo ezifanelekileyo

##### **Ugqibelelo ngokungqamene nomsebenzi:**

- Ube unolwazi kwaye ukwazi ukusebenzisa iinqubo/imithetho-siseko ye “GRAP”
- Ukusebenzisa ubuchule obunjengoludwe lwamaxesha kwakunye nokuhlenga-hlengisa izalathisi-manani ekutolikeneni iingcombolo zogcino-zincwadi-zemali
- Ukuba negalelo ekucwangciseni nasekubonelelweni ngemithombo
- Ukulungisa iingqikelelo zengeniso kunye nenkcitho
- Ukufaka igalelo kulawulo lweendleko ngokuhlalutya amaxabiso kwaneendlela zokucutha iindleko

##### **Uqhelwaniso neNkonzo kaRhulumente:**

- Ukushicilela ngokuchanekileyo oko kulindelekileyo, iimbono kunye neenkxalabo
- Ukuququzelela kwanokunikezela eyakho imbono ngendlela elungiselelweyo
- Uqhakamshelwano ngokugqibeleleyo noluntu gabalala kwakunye nabo babandakanyekayo.

##### **Ubuchule obulindelekileyo emntwini-buqu:**

- Ukuzityhala wena ubuqu kwanokukhuthaza abanye ngenjongo yeziphumo ezintle
- Ukuhlala usemoyeni ophantsi ungothuki kwaye uphendule ngendlela eyakhayo kwiimeko ezigwenxa
- Ukubonakalisa ingqiqo, ukucinga ngokuqiqileyo kwanokuveza iindlela ezintsha zokusombulula iingxaki

### **Ugqibelelo ekukhokeleni:**

- Ukumisela umsebenzi wabanye ngendlela ecwangcisiweyo nelungiselelweyo
- Ukuphonononga imibandela yomsebenzi ze ugqibe ngongenelelo lophuhliso oluyimfuneko
- Ukubonelela abanye
- ngesikhokhelo malunga nendlela yokuqubisana neemeko ezintsha kunye nezinzima.

### **IINDIMA EZIPHAMBILI ZOMSEBENZI**

- Ukunxibelelana kunye nabaphicothi bangaphakathi kunye nabangaphandle
- Ukulungisa iingxelo zeenkcukacha-manani apho uphawula khona amatyala exesha elifutshane kunye nelide kwakunye neendlela zexeshana ezimalunga nenkcitho
- Ukuhlalutya kwanokuqinisekisa ushicilelo lweengcombolo, iingxelo ezithile zenkcitho kwakunye nezishwankathelo
- Ukwenza iintlawulo ngenkqubo yobuchwepheshe
- Ukuqwalasela iingxelo kwakunye nolungelelwaniso lweengxelo zamatyala enyangeni, kwikota nasenyakeni
- Ukuqinisekisa ukuhlawulwa kwamatyala kwangexesha nangendlela echanekileyo ngokungqamene nesabelo-mali esigunyazisiweyo
- Ukujonga kwanokuqinisekisa amaxwebhu amatyala (invoysi), iintlawulo-gabalala, amabango okuhambela kwanokulala ngaphandle
- Ukugcina iingcombolo zobuchwepheshe kunye neengxelo
- Ukuphonononga kwanokuqhakamshelana nabaqeshwa malunga nomsebenzi wabo, imveliso kunye nendlela yokuziphatha
- Ukuqwalasela imibuzo engqamene namatyala eyenziwa ngomnxeba, nge-imeyile, ngendlela ebhaliweyo okanye izikhalazo ezenziwa ngomlomo/ngentetho.

### **UMLINGANISELO WOMVUZU:**

**Umgodlo uwonke omalunga ne ±R534 587.62 – R683 443.86 ngonyaka.**

**Izibonelelo ezinjengoNcedo Lonyango, ingxowa yomhlala-phantsi, i-inshorensi yomqeshi, iintlawulo yeBhonasi zibandakanyiwe apha.**

**UMVUZU OSISISEKO: R386 635.56 – R501 850.32 ngonyaka (T12)**

**UMHLA WOKUVALA: 3 NOVEMBER 2023**

**(Izicelo ezifunyenwe emva kwentsimbi yokuqala 13h00 aziyi kwamkelwa)**

### **GABALALA:**

- lifomu zokwenza isicelo ziyafumaneka kwikhasi lothungelwano likaMasipala apha ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) okanye ngendlela yobuchwepheshe kubantu boqhagamshelo abachazwe apha gezantsi'
- **Izicelo ezenziwe ngendlela ebhaliweyo kwifomu esesikweni nekhathshwa yiCV**, neyakuthatyathwa njengeyimfihlo, zingangeniswa ngesandla kwicandelo leNgqesho likaMasipala (HR) (kwisakhiwo esidala seSitishi Sombane, eSantos Beach, eMossel Bhayi). Kwizicelo ezipapashwe ngaphakathi okanye kwalapha ekuhlaleni (phakathi kwemida kaMasipala wase Mossel Bhayi), kuphela zizicelo ezingeniswe ngesandla eziyakwamkwelwa. **Izicelo ezenziwe ngoBuchwepheshe ezikhatshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyile apha: [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za).** Le miqathango isisinyanzelo kwaye ukuba uye wasilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo somenzi-sicelo.
- Qwalasela ukuba le fomu isesikweni kufuneka igcwaliswe ngokupheleleyo. Ukungangenisi le fomu ichaziweyo okanye ungancamathiseli iikopi eziqinisekisiweyo kunye namaxwebhu ayimfuneko, kuya kukhokelela ekukhatyweni kwesicelo sakho.
- Iikopi zoqobo eziqinisekisiweyo (ezingadlulanga kwiinyanga ezi-6 ziqinisekisiwe) okanye ubungqina bezique zemfundo kufuneka zihambe ne CV kunye nefomu yokwenza isicelo.
- Abagqatswa abafanelekileyo ukuba bafakwe phantsi kwenkqubo yovavanyo basenokulindeleka ukuba benze uvavanyo ngentetho okanye uvavanyo olwenziwa ngezandla, kubandakanya uvavanyo lwezakhono zokuqhuba.
- Abagqatswa abathe baphumelela ukuba benziwe uvavanyo (uvavanyo lwezandla) abathe benza izicelo ngobuchwepheshe kufuneka bangenise iikopi **zoqobo** eziqinisekisiweyo zeziqu zemfundo kunye namanye amaxwebhu ayimfuneko, kufuneka zonke ezi zingeniswe phambi komhla wovavanyo lokwenza ngezandla.
- Iingcombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNKSZ F Mpondo kule nombolo yomnxeba (044) – 6065000.
- Ukuba abenzi-zicelo abakhange baqhagamshelwe kwisithuba esiphakathi kweenyanga ezi-3 ukusukela kumhla wokuvala, bangathabatha ukuba izicelo zabo aziphumelelanga.

- **UMasipala wase Mossel Bhayi uzibophelele ekuthobeleni iimfuno zoMthetho weNgqesho Ngokulinganayo, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile kunye nabakhubazekileyo ikhaye ke ngoko bakhuthaze abantu abasuka kula magela ukuba bafake izicelo.**
- *Nangona kungakho nalo naluphina ummelo,akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.*

MNU C PUREN

UMPHATHI KAMASIPALA