

MOSSEL BAY MUNICIPALITY

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

ASSISTANT MANAGER: SERVICES BILLING, RATES & TAXES (FINANCIAL SERVICES) MOSSEL BAY PERMANENT APPOINTMENT

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Relevant 3-year tertiary qualification (NQF Level 6), preferably a National Diploma or BCom with Financial Accounting as a major subject
- Minimum of 8 years' relevant experience
- Computer literate (MS Office applications)
- Valid Code B driver's license
- **Proof of own vehicle or proof of access to a private vehicle for work purposes to accompany application**
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Required to work overtime
- It will be expected from the successful candidate to enroll for the Minimum Competency Level Training in terms of the Municipal Regulations on Minimum Competency Levels, GN R493 of 2017

PREFERRED REQUIREMENTS

- NQF Level 7 qualification in Financial Management and Administration/Accounting

COMPETENCIES REQUIRED

Functional Competencies:

- Able to present and disclose financial statements
- Able to amend, review and implement financial policies in accordance with prevailing norms and standards
- Respond and report on queries from auditors
- Prepare the budget aligned to the IDP and Treasury regulations
- Advise on application of planning and control processes in budgeting and costing
- Evaluate cost classification, behaviour and allocation methods
- Prepare multi-year revenue and expenditure forecasts

Professional Competencies:

- Demonstrates effective oral and written communication skills for complex/sensitive topics
- Has in-depth knowledge of challenges in delivering municipal services
- Considers consequences and risks attached to actions and the impact of solutions

Public Service Orientation:

- Ability to be both direct and forthright as well as diplomatic and tactful
- Speaks effectively on service delivery matters to the media

Personal Competencies:

- Creates an action-oriented culture that supports the department in achieving its goals
- Proactively searches the environment to detect situations which might cause setbacks or failures
- Deals with high levels of complexity

Leadership Competencies:

- Establishes support and projects authority and credibility
- Recognises and respects the value of diverse views
- Provides a clear sense of purpose and focuses on the successful completion of objectives
- Actively involved in the retention and development of talent within the organisation

KEY PERFORMANCE AREAS

- Manage and control all Services, Rates & Taxes and Sundry Billing functionalities
- Manage and control tasks/activities associated with personnel performance, productivity and discipline
- Manage contracts for revenue-related activities
- Ensure that credit control procedures are applied in the payment of services due to the Municipality
- Answer queries in connection with activities by addressing the public or internal clients in person, by phone or in writing
- Control capturing procedures and protocols to ensure that all date processes are done in accordance with prescribed requirements
- Compile monthly revenue reports for balancing ledger
- Collate and prepare qualitative and quantitative information for inclusion into specific statutory reports
- Ensure that debtors are billed for sundry debt as charged by notification forms, invoices and correspondence
- Verify and authorize payment, journal and requisition vouchers
- Provide information to consumers on the status of accounts
- Review information on sundries accounts and traffic fines
- Review calculations and supply lawyers with final amounts for redemption of housing loans
- Process and verify debtor transactions against system reports
- Monitor the accuracy of billing records, meter reading records and registers

SALARY SCALE: All-inclusive total package of ± R745 986.08 – R925 054.56 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, travel allowance, 13th cheque included.

BASIC SALARY: R464 991.36 – R603 590.40 per annum (T14)

CLOSING DATE: 27 JANUARY 2023

(No applications received after 13h00 will be accepted)

GENERAL:

- Shortlisted candidates may be subjected and required to undergo a theoretical and/or practical test, including a driving skills 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. Alternatively, **electronic applications accompanied by the official application form and a comprehensive CV may be e-mailed to admin@mosselbay.gov.za**. These conditions are compulsory and **failing to comply will automatically lead to disqualification of the applicant.**
- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- Original certified copies of proof of qualifications and other required documentation must accompany the CV and application form.
- Shortlisted candidates who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.

- For equity purposes please indicate your race, gender and disability status on the application form.
- Further details are obtainable from Ms N De Wet or Ms C Daniëls 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.

MR. C PUREN
MUNICIPAL MANAGER

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

ASSISTENT BESTUURDER:
DIENSTEFAKTURERING, TARIEWE & BELASTING
(FINANSIËLE DIENSTE)
MOSELBAAI
PERMANENTE AANSTELLING

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Verwante 3-jaar tersiêre kwalifikasie (NKR Vlak 6) verkieslik 'n Nasionale Diploma of BCom met Finansiële Rekeningkunde as 'n hoofvak
- Minimum 8 jaar verwante ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Geldige Kode B Bestuurderslisensie
- **Bewys van eie voertuig of bewys van toegang tot 'n private voertuig vir werksdoeleindes om aansoek te vergesel**
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Vereiste om oortyd te werk
- Dit sal van die suksesvolle kandidaat verwag word om vir die Minimum Vaardigheidsvlakopleiding ingevolge die Munisipale Regulasies op Minimum Bevoegdheidsvlakke, GN R493 van 2017 te registreer

VOORKEUR VEREISTES

- NKR Vlak 7 kwalifikasie in Finansiële Bestuur en Administrasie/Boekhouding

VEREISTE BEVOEGDHEDE

Funksionele Bevoegdheede:

- In staat om finansiële state voor te lê en bekend te maak
- In staat om finansiële beleide in ooreenstemming met heersende norms en standaarde te wysig, hersien en implementeer
- Reageer en rapporteer op navrae van ouditeure
- Voorbereiding van die begroting in lyn met die GOP en Tesourieregulasies
- Adviseer op toepassing van beplanning en beheerprosesse in begroting en kosteberekening
- Evalueer koste-klassifikasie, gedrag en toewysingsmetodes
- Berei multi-jaar inkomste en uitgawe voorspellings voor

Professionele Bevoegdhe:

- Demonstreer effektiewe mondelingse en skriftelike kommunikasievaardighede vir komplekse/sensitiewe onderwerpe
- In-diepte kennis van uitdagings in Munisipale dienslewering
- Oorweeg nagevolge en risikos verwant aan aksies en die impak van oplossings

Publiekediens Orientasie:

- Vermoë om diplomaties en taktvol te wees
- Praat effektief oor diensleweringkwessies met die media

Persoonlike Bevoegdhe:

- Skep 'n aksie-georiënteerde kultuur wat die departement met die bereiking van doelwitte
- Onderzoek die omgewing pro-aktief om situasies te identifiseer wat terugslae of mislukkings mag veroorsaak
- Werk met hoë vlakke van kompleksiteit

Leierskap Bevoegdhe:

- Vestig ondersteuning en projekteer gesag en geloofwaardigheid
- Erken en respekteer die waarde van diverse opinies
- Voorsien 'n duidelike besef van doelwit en fokus op die suksesvolle voltooiing van teikens
- Aktief betrokke in die behoud en ontwikkeling van talent binne die organisasie

SLEUTEL PRESTASIEAREAS

- Bestuur en beheer alle dienste, tariewe & belasting en diverse fakturerings-funksies
- Bestuur en beheer take/aktiwiteite geassosieerd met personeelprestasie, produktiwiteit en dissipline
- Bestuur kontrakte vir inkomste-verwante aktiwiteite
- Verseker dat kredietbeheer prosedures toegepas word in die betaling van dienste verskuldig aan die Munisipaliteit
- Beantwoord navrae met betrekking tot aktiwiteite deur die publiek toe te spreek, telefonies of skriftelik
- Beheer vasleggingsprosedures en protokol om te verseker dat alle dataprosesse in oorleg met voorgeskrewe vereistes gedoen word
- Stel maandelikse inkomsteverslae op vir Grootboekbalans
- Versamel en berei kwalitatiewe en kwantitatiewe inligting voor vir insluiting in spesifieke statutêre verslae
- Verseker dat debiteure gefrakteer word vir diverse skuld soos gehef deur kennisgewingsvorms, fakture en korrespondensie
- Verifieer en magtig betaling, joernaal- en rekwisisie bewyse
- Voorsien inligting aan verbruikers op die status van rekeninge
- Hersien inligting op diverse rekeninge en verkeersboetes
- Hersien berekeninge en voorsien prokureurs met finale bedrae vir aflos van behuisinglenings
- Prosesseer en verifieer debiteuretransaksies teen stelselverslae
- Monitor die akkuraatheid van faktureringsrekords, meterlesingsrekords en registers

SALARISSKAAL:

Alles-insluitende totale pakket van ± R745 986.08 – R925 054.56 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, reistoelaag, 13^{de} tjek ingesluit.

BASIESE SALARIS: R464 991.36 – R603 590.40 per jaar (T14)

SLUITINGSDATUM: 27 JANUARIE 2023

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

ALGEMEEN:

- Kortlyskandidate mag onderwerp word en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- **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.**
- **Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV** wat as vertroulik beskou sal word, moet gerig word aan: Die Senior Bestuurder: Menslike Hulpbronne, Posbus 25, Mosselbaai 6500. Alternatiewelik kan elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV per e-pos gestuur word aan admin@mosselbay.gov.za. Hierdie voorwaardes is verpligtend en **versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.**
- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem.
- Oorspronklike gesertifiseerde kopie van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Kortlyskandidate wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde kopie van kwalifikasies en ander vereiste dokumentasie op of voor die datum van die praktiese toets voorsien.
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremdheidstatus aan.
- Verdere besonderhede is verkrygbaar by Me N de Wet of Me C Daniëls by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 40 dae 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.

MNR. C PUREN
MUNISIPALE BESTUURDER

UMASIPALA WASEMOSEL BHAYI

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

UMNCEDISI WOMPHATHI:
UKUKHUTSHWA KWAMATYALA EENKONZO, IMIRHUMO KUNYE
NEERHAFU
EMOSSEL BHAYI
INGQESHO ESISIGXINA

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Isiqu seMfundo Ephakamileyo seminyaka emithathu (3) (iNqanaba lika NQF 6), ngokukhethekileyo iDiploma Yesizwe okanye isidanga seBComm esibandakanya isifundo esiyintloko soBalo-Mali
- Ubuncinane amava eminyaka esi-8 kumsebenzi ongqamene nesi sithuba
- Ulwazi ngeNgqondo-mtshini i(Khompuyutha) { linkqubo zika – MS Office}
- limpepha-mvume zokuqhuba zeNqanaba B
- **Ubungqina besithuthi esisesakho okanye ubungqina bokuba unakho ukufikelela kwisithuthi sabucala ekwenzeni imisebenzi yakho, kufuneka buhambe nesicelo sakho**
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Kufuneka usebenze ixesha elongezelelweyo
- Kuyakulindeleka kumgqatswa ophumeleleyo ukuba abhalisele uQeqesho Lomyinge Obubuncinane boGqibelelo phantsi kweMigaqo kaMasipala emalunga neMigangatho/Amanqanaba Ogqibelelo, aqulathwe kwiGazethi u-GN R493 ka 2017

IIMFUNO EZIKHETHEKILEYO

- INqanaba leSigaba sika NQF 7 sesiqu semfundo kwiNtsebenzo ngeziMali kunye noLawulo

OKULINDELEKE UKUBA UKWAZI UKUKWENZA

Ugqibelelo olungangqa-phambili Lolwazi:

- Ube uyakwazi ukunikezela ingxelo kwanokudiza amaxwebhu ezimali
- Ube uyakwazi ukuguqula, ukuhlaziya kwanokufezekisa imigaqo-nkqubo yezimali ngokungqamene nemigaqo kunye neenkqubo ezikhoyo
- Ukuphendula kwanokwenza ingxelo malunga nezikhalazo ezivela kubaphicothi-zincwadi
- Ukulungisa uhlahlo-lwabiwo-mali ngokungqamene nesiCwangciso soPhuhliso (IDP) kunye nemigaqo kaNondyebo
- Ukunika ingcebiso malunga nocwangciso kwaneenkqubo zolawulo kuhlahlo-lwabiwo-mali kunye nobalo-zindleko
- Ukwenza uvavanyo lwamabakala eendleko, iindlela zokuziphatha kunye nezokwahlula izabelo zezimali
- Ukulungisa iingqikelelo zengeniso kunye neenkcihtho ezithelekelelwa kwiminyaka-mali ezayo.

Ugqibelelo ngokungqamene nomsebenzi:

- Ukubonakalisa izakhono zonxibelelwano olufezekileyo ngentetho nangokubhaliweyo ngokungqamene nezihloko ezinzima/ezibuthathaka
- Ube unolwazi olunzulu lwemingeni emayelana nokuhanjiswa kweenkonzo zikamasipala
- Ukuyithabathela ingqwalasela imiphumela kunye nemingcipheko ehambelana neentshukumo kwakunye nempembelelo yezisombululo.

Ughelwaniso neNkonzo kaRhulumente:

- Ubuganga bokukwazi ukuqubisana ngokuthe ngqo nakwangoko nemibandela kwakunye nokuba nobuchule obunzulu kunye neendlela ezigqamileyo zokuqubisana nemibandela
- Ukuthetha ngokuchanekileyo ngemibandela yokuhanjiswa kweenkonzo xa usenza upapasho lweendaba

Ubuchule bogqibelelo obulindelekileyo emntwini-buqu:

- Ukudala inkcubeko esekezelwe kwiintshukumo ezixhasa icandelo ekufezekiseni izijoliselo zalo
- Ukuthabatha inyathelo eliphambili ekwenzeni uphando ngesimo ekufumaniseni iimeko ezinokubangela ukubuyisela umva inkqubela emsebenzini.
- Ukuqubisana neengxaki ezintsonkothileyo ze wenze nengcaciso emalunga nemibandela kwabanye.

Ugqibelelo kulawulo:

- Ukumisela inkxaso kunye nogunyaziso lweeprojekthi kwanentembeko
- Ukuziqonda kwanokuzihlonipha izimvo ezinexabiso ngokwahlukeneyo
- Ukunikezela injongo ecacileyo kwanokunika ingqwalasela epheleleyo ekuqunjelweni kwezijoliselo ezimiselweyo
- Ukubandakanyeka ngembonakalo yakho ekugcinweni nasekuphuhliseni kwetalente phakathi kwiqela lengqesho.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuphatha kwanokulawula zonke iinkonzo, imirhumo kunye neeRhafu kunye nemisebenzi gabalala yomiselo lwamatyala
- Ukulawula imisebenzi/iintshukumo ezingqamene nokusebenza kwabaqeshwa, imveliso kunye nendlela yokuziphatha
- Ukulawula izivumelwano ezingqamene nemisebenzi yengeniso
- Ukuqinisekisa ukuba iinkqubo zolawulo lwamatyala ziyasetyenziswa ekuhlawulweni kweenkonzo ezililungelo likaMasipala
- Ukuphendula izikhalazo ezingqamene neentshukumo ngokuqubisana noluntu okanye abathengi bangaphakathi ubuqu, ngomnxeba okanye ngendlela ebhaliweyo
- Ukuqinisekisa iinkqubo kunye nemigaqo yoshicilelo ukuqinisekisa ukuba zonke iinkqubo zaloo mini zishicilelwe ngokungqamene neemfuno ezimiselweyo

- Ukuqulunqa iingxelo zenyanga ngenjongo yokuzilungelelanisa nomqulu weengxelo zemali
- Ukuqokelela kwanokulungisa ulwazi olwaneleyo nolusemgangathweni ukuze lufakwe kwiingxelo ezithile zomthetho
- Ukuqinisekisa ukuba abo banamatyala bakhutshelwa iincwadi zamatyala gabalala njengoko kuchaziwe kwiifomu zezaziso, kwiincwadi zamatyala nakwimbalelwano
- Ukuqinisekisa kwanokugunyazisa iintlawulo, iincwadi zeengcombolo zamatyala kunye namaxwebhu entengo
- Ukunikezela ulwazi kubathengi ngesimo samatyala abo
- Ukuqwalasela ngokutsha iingcombolo ezikumatyala gabalala kwakunye nemidliwo yezendlela
- Ukuqwalasela kwakhona indlela ekubalwe ngayo ze ubonelele amagqwetha ngamaxabiso aqinisekisiweyo malunga nokucinywa kweemali-mboleko zezindlu
- Ukuqwalasela kwanokuqinisekisa iinkqubo zamatyala ngokungqamene neengxelo ezikwinkqubo
- Ukuqwalasela ukuchaneka kweengcombolo zomiselo-matyala, ukufundwa kweemithara kunye neerejista.

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne R745 986.08 – R925 054.56 ngonyaka.

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

UMVUZO OSISISEKO: R464 991.36 – R603 590.40 ngonyaka (T14)

UMHLA WOKUVALA: 27 JANYUWARI 2023

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane baya kulindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo kubandakanya ukuvavanyelwa izakhono zokuqhuba
- ***.Nangona kungakho nalo naluphina ummelo,akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.***
- **Izicelo ezibhaliweyo kwifomu esesikweni nezikhatshwayi-CV egqibeleleyo, neyakuthatyathwa njengeyimfihlo, kufuneka zingeniswe ku: The Senior Manager(Human Resources), P.O. Box 25, Mossel Bay, 6500.**
Kungenjalo, **izicelo ezenziwe ngobuchwepheshe nezikhatshwa yifomu yesicelo esesikweni kunye ne CV egqibeleleyo zingathunyelwa nge-imeyile ku admin@mosselbay.gov.za** Le miqathango isisinyanzelo kwaye **ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.**
- lifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) **okanye** ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- likopi zeziqinisekiso zeziqumqungu zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqumqungu zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingcombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn C Daniëls kule nombolo yomnxeba (044) - 606 5000.
- Ukuba umenzi-sicelo akufumenanga mpendulo kwisicelo sakhe kwisithuba seentsuku ezingama-40, angathabatha ukuba isicelo sakhe asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele ekuthobeleni iimfuno zoMthetho weNgqesho ngokulingana, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.