



# MARULENG MUNICIPALITY

65 SPRINGBOK  
STREET  
P.O. BOX 627  
HOEDSPRUIT  
1380

TEL : (015) 793 2409  
TEL : (015) 793 2237  
FAX : (015) 793 2341

MOPANI DISTRICT

MUNICIPAL MANAGER'S OFFICE

## LOCAL ADVERT

Applications are invited from suitably qualified and experienced candidates to fill the following vacant positions:

**Position** : Senior Clerk: Budget Control and Financial Reporting  
**Directorate** : Budget and Treasury  
**Type** : Permanent  
**Remuneration:** R174 401.84 per annum

**Requirements:** Grade 12, National Diploma in financial related field. Minimum two (2) year experience in budget and reporting within local government. Good interpersonal and written communication skills. Computer literacy, a driver's license will be an added advantage. Knowledge of legislative frameworks governing Local Government; Municipal Finance Management Act; financial principles and related legislations; Good communication skills.

**Responsibilities:** Participating in meetings and providing information and/ or explanation on the consolidated capital and operating budgets and or specific deviations. Attending to and addressing enquiries and queries related to budgetary provisions and or reporting. Check compliance of external departments with all financially related policies and report for accuracy. Check integrity of and financial system data. Collate and collect reconciliations for integration into financial statements. Collate and collect financial data and reports for Internal Audit, Audit Committee and Auditor General. Collate and collect financial data and reports for external stakeholders. Complete input forms and submit to supervisor for verification before submitting to National and Provincial Treasury. Submit completed reports to supervisor for verification.

**Position** : Budget Clerk  
**Directorate** : Budget and Treasury  
**Type** : Permanent  
**Remuneration:** R148 254.01 per annum

**Requirements:** Grade 12. Diploma in financial related field. Minimum of one (1) year experience in financial management environment. Further experience in record keeping will be an added advantage. Knowledge of legislative frameworks governing Local Government; Municipal Finance Management Act; financial principles and related legislations; Good communication skills.



**RESPONSIBILITIES:** Provide administrative support to the Financial Management Department by keeping records of all outgoing documents, keeping manual and electronic filing system of documents to ensure proper administration and easy retrieval of such documentation whenever required. Submit completed reports to supervisor for verification.

**Position** : Transversal Revenue Account Clerk  
**Directorate** : Budget and Treasury  
**Type** : Permanent  
**Remuneration:** R148 254 .01 per annum

**Requirements:** Grade 12. Diploma in financial related field. Minimum one (1) year experience in financial administration, customer care and general clerical duties. Knowledge of legislative frameworks governing Local Government; Municipal Finance Management Act; financial principles and related legislations; Good communication skills.

**Responsibilities:** Validate source documentation for income from internal departments (e.g. community services and planning). Capture all income received from internal departments. Perform monthly reconciliations, including agency income and remittances to Provincial Department of Transport. Liaise with other department on income received. Coordinate daily income transitions for direct income to develop monthly reports. Coordinate maintenance of transversal/ direct income registers.

**Position** : Expenditure Clerk  
**Directorate** : Budget and Treasury  
**Type** : Permanent  
**Remuneration:** R148 254.01 per annum

**Requirements: Grade 12.** Diploma in financial related field. Minimum of one (1) year experience in financial management environment. Further experience in records keeping will be an added advantage. Knowledge of legislative frameworks governing Local Government; Municipal Finance Management Act; financial principles and related legislations; Good communication skills.

**Responsivities:** Provide administrative support to the division. Administer records keeping of all outgoing documents. Keeping manual and electronic filing system of documents to ensure proper administration and easy retrieval of such documentation whenever required. Assist with costing related tasks to ensure the accurate records keeping. Administer sundry payments and payments to service providers to ensure that the correct payment made in terms of policy

**Position** : SCM Clerk  
**Directorate** : Budget and Treasury  
**Type** : Permanent  
**Remuneration:** R148 254.01 per annum

**Requirements:** Grade 12 with Diploma in financial related field. Minimum one (1) year experience in financial administration. Knowledge of supply chain management. Ability to work under pressure.

**Responsibilities:** Check incoming paperwork (correspondent, evaluation reports and make copies before distributing). Sorts all papers according to content. Create or update records with new files and information. Store all paperwork in designated places securing the important documents. Deal with all request from other departments. Develop an efficient filing system. Follow policies and confidentiality dictation to safeguard data and information. Provide administrative support to the SCM committees.

**Position : Clerk: Stores and Materials**

**Directorate : Budget and Treasury**

**Type : Permanent**

**Remuneration: R148 254.01 per annum**

**Requirements:** Grade 12. Diploma in financial related field. Minimum of one (1) year experience in financial management environment. Further experience in records keeping will be an added advantage. Knowledge of legislative frameworks governing Local Government; Municipal Finance Management Act; financial principles and related legislations; Good communication skills.

**Responsibilities:** Keeping a proper inventory of equipment and stock. Controlling incoming and outgoing stock in accordance with the Employer's procedures and policies. Controlling outstanding orders, ensuring that all orders that are placed being processed correctly and sent out timeously. Reviewing of stock levels and ensuring maximum stock availability through liaison with the Logistics Manager. Ensuring that stock being dispatched to customers is correct according to delivery notes. Ensuring that stock movements are correctly captured on the system. Loading of stock on delivery vehicles. Ensuring that the stock is neatly and correctly packed in the warehouse and that the warehouse is always tidy. Receiving and checking stock deliveries. Assist with locating stock. Assisting with stock count. Accept delivered packages. Keeping manual and electronic filing system of documents to ensure proper administration and easy retrieval of such documentation whenever required.

**Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of these positions and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised positions.**

**Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing**

**Applications should be in the form of a formal letter, curriculum vitae and certified copies of qualifications and identity document should be directed to: Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit, 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications 16 August 2019 at 12H00. Direct your enquiries to Mrs. Jiekie Ngoma or Mrs. Kidibone Ramohlola @ 015 793 2409.**