



MARULENG MUNICIPALITY

65 SPRINGBOK
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HOEDSPRUIT
1380

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MOPANI DISTRICT

CORPORATE SERVICES

LOCAL ADVERT

Applications are invited from suitably qualified and experienced candidates to fill the following vacant positions. Women and people with disabilities are also invited to apply.

Position : Secretary
Directorate : Budget and Treasury
Type : Permanent
Remuneration: R174 401.84 per annum

Requirements: Grade 12 plus a secretarial diploma or certificate, proficiency in local languages, computer literacy, report writing, 2 years' experience as a secretary, good communication skills.

Responsibilities: Assist the Director with day to day administration of the office. Taking minutes. Handle all correspondences, answering of telephone, screening of all calls and message conveyed to the Director. Manage the diary of the Director electronically and manually. Do typing work for the Department. Do bookings and travelling arrangements, make arrangements for refreshments during meetings and handle all queries related to the Director.

Position : Senior Creditors Clerk
Directorate : Budget and Treasury
Type : Permanent
Remuneration: R174 401.84 per annum

Requirements: Grade 12, National Diploma in financial related field. Minimum eighteen (18) months experience in expenditure 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: Coordinate the linkage of all invoices to statement. Capture all sundry payments data for payments. Prepare Creditors reconciliation. Entering amounts payable in the finance system. Administer suspense account. Ascertaining and follow up on reason for different between invoices and statements. Filing and controlling all payments data and documents for payment. Make necessary adjustments to invoices and statements where necessary. Follow up on creditors queries.



Position : Financial Interns X 2
Directorate : Budget and Treasury
Type : Two (02) years contract
Remuneration: R100 000.00 per annum

Requirements: National Diploma or Degree in a financial related field of study with majors in Accounting or Auditing. Computer Literacy and good communication skills. The successful candidate will be required to sign an employment contract with the Municipality.

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 is 06 August 2020 at 12H00. Direct your enquiries to Mrs. Jiekie Ngoma or Mrs. Kidibone Ramohlola @ 015 793 2409.