



Mopani District
Municipality

MOPANI DISTRICT MUNICIPALITY STRIVES TO MAINTAIN ITS STRATEGIC POSITION AS THE FOOD BASKET OF SOUTHERN AFRICA AND TOURISM DESTINATION OF CHOICE.

APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:

DIRECTORATE: TECHNICAL SERVICES.

POST: 2 X GRADER OPERATORS– Roads and Transport (PL. 9)

REMUNERATION: R269 458.70, R268 281 417.06, R295 456.33 and R310 420.94 **per annum (Excluding benefits).**

REQUIREMENTS: Grade 12 Certificate, valid code 10 driver's license, valid professional driving permit, grader operator certificate with an accredited institution. Minimum of 1-year experience as grader operator. Be prepared to be subjected to security clearance.

KEY PERFORMANCE AREAS: Conducting vehicle checks using a vehicle checklist to check the roadworthiness of graders and therefore ensure the safety of Grader Operators. Operate a Grader effectively by reading and understanding the warnings and instructions in the operating manual. Blading roads by spreading and levelling gravel materials on the road and ensuring that gravel roads are well maintained and consequently resulting in improved access and mobility of local communities. Recording of work done in logbook for reporting and auditing purposes. Ensuring the safe keeping of grader keys, fuel cards, fuel receipts, logbooks and vehicle checklists to ensure effective fleet management. Recording of work done and fuel used in logbook and sending logbook and fuel receipts to the Supervisor for the production of monthly reports. Report any repairs and maintenance timeously to ensure continuous service delivery to local communities. Ensure the safe utilization and safe keeping of graders by making sure that graders are never left unattended and are therefore always stationed at secured locations. Frequent greasing of graders to ensure the smooth movement of parts on graders to eliminate damage of parts from friction and heat.

DIRECTORATE: BUDGET AND TREASURY.

POST: SENIOR ACCOUNTANT – Fleet Management (PL. 4).

REMUNERATION: R548 827.64(Min), R576 544.22 (Mid), and R605 745.21 (Max) **per annum (excluding benefits).**

REQUIREMENTS: Grade 12 certificate, National Diploma/ B Degree in Accounting/ Financial Management / Commerce or an equivalent NQF level 7. A minimum of 3-5 years' experience in assets and fleet management. Knowledge of finance, budgeting, insurance and Generally Accepted Accounting Principles (GRAP), Local Governance and Municipal Finance Management Program (MFMP). Ability to analyse data and contract management, compilation of reports and implementation on policies. Knowledge and understanding of movable and immovable assets to be included

in the Asset Register will be an added advantage. Good interpersonal relations and communication skills, the ability to work under pressure and outside working hours. Exceptional Excel and Word skills, A Code EB drivers licence.

KEY PERFORMANCE AREAS: Develop procedure manuals for Fleet Management Services. Manage the acquisition of fleet and finance lease contracts, monitor utilisation, maintenance of fleet and other assets. Ensure licencing of fleet and insurance processes. Manage tracking devices, log books and inspection of fleet. Manage records and the safeguarding of fleet.

POST : ACCOUNTANT – Budget Control (PL. 5).

REMUNERATION: R484 840.69(Min), R509 517.11 (Mid), and R535 482.00 (Max) **per annum (excluding benefits).**

REQUIREMENTS: Grade 12 certificate, 3 Year Diploma/ National diploma/ B.Com. Accounting degree or related qualification. Knowledge of accounting principles. 2-3 years' experience with knowledge of local government and Municipal Financial Systems, budget processes and policies. Computer Literacy and a valid driver's license. Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS: Develop Payroll policy and procedures, provide technical assistance in implementation of payroll and payroll policies and procedures. Assess and advise on the district municipality payroll outcomes. Introduce measure to close gaps of payroll implementation by other departments. Ensure that the municipality is up to date on changes in legislation, trends and development in payroll. Serve on the bids committees.

POST : ACCOUNTANT – Payroll (PL. 5).

REMUNERATION: R484 840.69(Min), R509 517.11 (Mid), and R535 482.00 (Max) **per annum (excluding benefits).**

REQUIREMENTS: Grade 12 certificate, 3-year Diploma/National Diploma /B.Com. Accounting degree qualification or related qualification. Knowledge of accounting principles. 2-3 years' experience with knowledge of local government and Municipal Financial Systems, budget processes and policies. Computer Literacy and a valid driver's license. Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS: Develop Payroll policy and procedures provide technical assistance in implementation of Payroll and payroll policies and procedures. Assess and advise on the district municipality payroll outcomes. Introducing measure to close gaps of payroll implementation by other departments..

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“To be the food basket of Southern Africa and the tourism destination of choice”





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AND TOURISM DESTINATION OF CHOICE.**

**APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE
AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:**

Ensure the municipality is up to date on changes in legislation, trends and development in payroll. Serve on the bids committees

POST: ADMINISTRATOR – Payroll (PL. 8).

REMUNERATION: R334 304.55(Min), R351 251.02 (Mid), and R369 188.58 (Max) per annum (excluding benefits).

REQUIREMENTS: Grade 12,3-year Diploma/National diploma in Finance Accounting/ Relevant qualification. 1-year experience. Be prepared to be subjected to security clearance.

KEY PERFORMANCE AREAS: Capturing payment. Filling requisitions and records in respect of all payments. Preparing purchases order for direct purchases. Checking store records security as safety. Reconciling creditors' information on data base with creditors' statement. Perform any other duties as instructed by the supervisor.

WOMEN AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY AS THE APPOINTMENT WILL BE MADE ACCORDING TO THE COUNCIL'S EMPLOYMENT PLAN BY ENSURING REPRESENTATION OF DESIGNATED GROUP IN THE MUNICIPALITY.

PLEASE NOTE: Fraudulent qualifications or documentations will immediately disqualify any application. Submission without certified copies of qualifications will not be considered. MDM Council always reserves the right not to appoint. Should you not receive any response within three (3) months after the closing date, regard your application as unsuccessful.

Enquiries : Mr Lebadika P. (Deputy Manager – HR) 015-811 6300

Please forward your application **through the relevant prescribed form** accessible from Mopani Website - www.mopani.gov.za (**Fax applications and Z.83 form not allowed**) together with your comprehensive CV and recent certified copies of your qualifications and the identity document to:

**The Municipal Manager,
Mopani District Municipality,
Private Bag x9687,
GIYANI,
0826**

HAND DELIVERY TO:

Government Buildings, Former Premier's Office,
Mopani District Municipality,
Ground Floor, Registry Office No. 13,
GIYANI,
0826

CLOSING DATE: 7 November 2022.

**MR MOGANO T.J.
MUNICIPAL MANAGER**



PROTECT SOUTH AFRICA

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