



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: BUDGET AND TREASURY

1. POST (PL 03): DEPUTY MANAGER: FINANCIAL REPORTING (RE-ADVERT)

REMUNERATION: R687 583.79 – R758 061.06
Per annum (Excluding Benefits).

REQUIREMENTS: Grade 12, B Com Degree in Accounting/Financial Management/Commerce or an equivalent NQF level 7 qualification in accounting. A minimum of 3 years' experience in preparation of Financial Statements and case ware mapping.

Knowledge and skills: Municipal Finance Management Act (MFMA), and Audit Standard, Knowledge of case ware and case view software, knowledge of finance, accounting, budgeting cost control-principles including Generally Accepted Accounting Principles (GAAP), Local Government and Municipal Finance Management Program, Good interpersonal relations and communication skills, exceptional Excel and Word skills, and code EB Licence is essential.

KEY PERFORMANCE AREAS: Coordination of audit Functions, Manage financial reporting strategic Support to the Municipality Integrated Development Planning, To ensure Strategic Support and implementation of SDBIP, Manage the statutory reporting, manage the coordination of bank reconciliation and reporting, Manage the implementation and reporting on financial systems, and preparation of financial statement.

2. POST (PL 03): DEPUTY MANAGER: SUPPLY CHAIN MANAGEMENT

REMUNERATION: R687 583.79 – R758 061.06
Per annum (Excluding Benefits).

REQUIREMENTS: Grade 12, B Com Degree or an equivalent NQF level 7 qualification in accounting. A minimum of 5 years' experience in a Supply Chain Management field of which 3 years must have been at middle management, in-depth knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations, PPPFA and related prescripts. Project management, supervisory skills, good planning and organization skills. Good interpersonal relations and good communication skills (written and verbal). The ability to work under pressure and preparedness to

work overtime, when required. A qualification relating to the National Treasury Competency Requirements for Senior Officials, e.g.CPMD/MFMP/ELMP will be an added advantage. Advanced skills in Word, Excel and Window 2013 programs. A Code EB driver's licence is essential.

KEY PERFORMANCE AREAS Formulation of SCM policies and procedures for the municipality. Responsible for the full supply chain management processes: - from demand management through to monitoring and reporting. Administer and implement procurement in terms of Council's Procurement Policy, the Preferential Procurement Regulations, Supply Chain Management Regulations and other legislated requirement. Compilation, implementation and reporting on the operational and risk plans related to supply chain management. Monthly management reports including but not limited to relevant disclose notes. Manage the municipality stores and control inventory. Responsible for the compiling and controlling of the business unit's budget, manage all personnel matters in the business unit and ensure timely and correct payment of suppliers. Ensure an uninterrupted flow of material/goods to all users, Provision of a travel services to internal clients. Manage the department according to policies and strategies of the municipality.

DIRECTORATE: WATER & SANITATION SERVICES

3. 18 x GENERAL WORKERS (PL 14).

REMUNERATION: R155 601.45 – R174 611.64
plus, (Excluding Benefits).

REQUIREMENTS: Grade 10/ABET

KEY RESPONSIBILITIES: washing curtains, windows and tablecloths. Cleaning of offices, sweeping, dusting, polishing, buffing floors of offices, toilets and furniture, emptying dustbins in offices, offloading groceries from the car to the respective offices. Cleaning the events venues, arrange and removing chairs and tables during events. Ensuring there are glasses and sufficient water for the event, offload rubbish bins from

Follow and like us on facebook @Mopani District Municipality

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





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:**

offices to outside premises. Assist with tea making and washing of dishes for visitors and clients and during management meetings. Assist bin moving, furniture and equipment, reporting breakages identified. Perform any other duties as may be delegated by superiors.

4. 7 x CLEANERS (PL 14).

REMUNERATION: R155 601.45 – R174 611.64 plus, (Excluding Benefits).

REQUIREMENTS: Grade 10/ABET

KEY RESPONSIBILITIES: Empty and wash out bins in all offices, tidy and dust offices, vacuum carpets, mopping floors, replacing items, check and report defective items to the immediate superior for attention and check on cleaning materials and report to supervisor.

Enquiries: Mrs Maswangani N.S, Tel. 015-811 6300.

Appointment will be made according to the Council's Employment Plan, which ensures representation of designated groups in the Municipality.

NOTE: It is recommended that proof of registration for the Minimum Competency Levels Training is attached to the CV of the applicant if not completed.

Please forward your application **through the prescribed form** (www.mopani.gov.za) together with your comprehensive CV and recent certified copies of your qualifications and the identity document, which are not longer than 3 months to:

The Municipal Manager, Mopani District Municipality, Private Bag x 9687, GIYANI, 0826.

OR

**Government Buildings,
Former Premier's Office
Main Road Giyani
Office No. 51 (For Hand Delivery)**

Z83 forms and fax applications will not be accepted.

CLOSING DATE: 03 SEPTEMBER 2024

PLEASE NOTE: Fraudulent qualifications or documentations will immediately disqualify any application. MDM reserves the right not to fill this post, should there be no suitable candidate identified. Late submissions will be disqualified. Should you not receive any response within two (2) months after the closing date, regard your application as unsuccessful. Submission without certified copies of qualifications will not be considered.

**Mr Mogano T.J
Municipal Manager**

Follow and like us on facebook @Mopani District Municipality

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

