

RAMOTSHERE MOILOA LOCAL MUNICIPALITY



P.O. Box 92, Zeerust
C/o President & Coetzee Street
ZEERUST
2865

Tel : 018 - 001-1100 X 1159
Fax : 018 - 001-1100

OFFICE OF THE MUNICIPAL MANAGER

INTERNAL / EXTERNAL ADVERTISEMENT

ACCOUNTANT: FINANCIAL PLANNING

DEPARTMENT: BUDGET & TREASURY

POST LEVEL: 4

REMUNERATION: R 567 973.00 -R596 949.00 Per Annum

REQUIREMENTS: B-Degree in Accounting /B. Com with majors in Accounting /National Diploma in Accounting, Municipal Finance or Public Finance Management administration. 3 years' experience as a Financial Analyst/Accountant, 1 year must be at supervisory or Middle management level. Computer literacy, advanced Excel Skills. Communication skills. Report-writing skill, Analytical skill. Pastel E-volution knowledge will be an added advantage

COMPETENCIES REQUIRED: Ability to implement financial systems and financial reporting process. Ability to contribute to budget preparation and implementation. Ability to support and implement good governance. Ability to support the audit process in order to obtain optimum level of assurance from Auditor-General, especially in relation to budget information reporting and analysis.

KEY PERFORMANCE AREAS: Acting as a Financial Analyst to all Senior Managers in relation to Financial Planning. Timeous reporting of accurate financial information. Providing accurate forecasting of financial performance information. Preparation of accurate report on wasteful and fruitless expenditure supported with evidence. Provision of financial advisory service to senior and unit Management. Assist with budget and needs identification in line-with IDP, and in compliance with Treasury Guideline/Circulars. Prepare and consolidate operating and Capital Budget for the group and business Units. Prepare and co-ordinate Budgets, Forecasting for the Directorates and units. Assists with Draft Budget Process Plan and trend-analysis in order to present early -warning advice to budget owners on non-adherence to planned targets. Compile monthly, quarterly, mid-year and yearly reports on budget trends and action to align such to the SDBIPs. Compile variance analysis. Undertake project evaluation and analysis tasks for the Directorates.

ACCOUNTANT INVENTORY**DEPARTMENT: BUDGET & TREASURY****POST LEVEL: 4****REMUNERATION: R 567 973.00 -R596 949.00 Per Annum****REQUIREMENTS:**

B-Degree in Accounting /B. Com with majors in Accounting /National Diploma in Accounting, Municipal Finance or Public Finance Management administration. 2-3 years' experience in inventory, stores or financial management 1 year must be at supervisory or Middle management level. Computer literacy, advanced Excel Skills. Communication skills. Report-writing skill, Analytical skill. Pastel E-volution knowledge will be an added advantage.

KEY PERFORMANCE AREAS: Manage and control municipal inventory in compliance with legislation and policies. Maintain accurate inventory records, stock registers and reconciliations. Conduct regular stock counts and investigate discrepancies. Ensure effective internal controls and support audit processes. Prepare inventory-related management and financial reports. Liaise with Supply Chain Management and departments on inventory matters.

PAYROLL OFFICER**DEPARTMENT: BUDGET & TREASURY****POST LEVEL: 6****REMUNERATION: R443 421.00 – R489 625.00 PER ANNUM**

REQUIREMENTS: A National Diploma / Degree in Accounting/ Finance/ Auditing or Cost and Management. Knowledge of SAGE People Payroll System. At least 2 years' experience. Valid driver's licence. No criminal record. Knowledge of Payroll and HR Administration. Knowledge of dealing with National Treasury Circulars and Implementation of relevant Collective Agreement;

KEY PERFORMANCE AREAS: Recording of all Payroll data in the Municipality's software system; Calculating overtime, salary increase, standby allowance, housing subsidies/allowances and shift/night out allowances as per the SALGBC collective agreement. Issuing of IRP5's and other necessary tax forms; Answering employee's questions and complaints about payroll; Deducting all third parties related payments

SWITCHBOARD OPERATOR/CALL CENTRE OPERATOR**DEPARTMENT: CORPORATE SERVICE****POST LEVEL: 10****REMUNERATION: R 243 561.00-R271 176.00 Per Annum**

REQUIREMENTS: Matric, NQF Level 5. Diploma in administrative management. Telephone etiquette. Computer literacy. Be able to speak fluently, good management and communications skills. Sound human relations and interpersonal skills. Able to work under pressure.

KEY PERFORMANCE AREAS: Answer calls effectively and transfer to the relevant person. performs telephonist duties to ensure the efficient answering of all calls. Transfer incoming calls to different extensions. Take messages telephonically and personally. Report faulty phones. Compile a private calls list and send to finance for the deduction of private calls. Update the list of extensions of municipality.

Provide print out of telephone calls. Ensure that the standby phones are regularly monitored to ensure accurate reporting from communities. Update departments about complaints reported to ensure uninterrupted service delivery. Report any other matter which is service delivery orientated to different department within the Municipality. Advise departments with usage telephones and report the misuse thereof. Allocate pins to the user of municipal telephones.

WEBMASTER**DEPARTMENT: CORPORATE SERVICES****POST LEVEL: 8****REMUNERATION: R329 541.00- R 382 047.00 Per Annum**

REQUIREMENTS: Matric, Diploma in Information Technology/ computer science or an equivalent professional ICT qualification. Certified Internet Web Professional (CIW) or equivalent certifications. Job related experience with increasing levels of responsibility is required. Two or more years related industry experience. Attention to detail and strong organization and communication skills. Ability to work well with others.

KEY PERFORMANCE AREAS: Develop, design, implement and maintain the Ramotshere Moiloa website. Co-ordinate Municipal plan for all website communication. Monitor, improve, and update the publication and performance of the Website. Take responsibility for the content, quality, design and style of the Municipal Website. Enforce guideline, standards, Council policies and By-laws as they pertain to all websites. Optimise web architecture for navigability (browser and mobile platforms) Maintain, convert and optimise published community members communities searching for municipal information. Track and analyse web traffic

statistics for periodic reporting and review of content effectiveness. Check hyperlinks regularly to insure validity. Provide support, planning and resources for all Ramotshere Moiloa employees. Design the Ramotshere Moiloa Local Municipality intranet. Remain current in new and advanced web software and design practices and train users for migration into the new software and procedures. Working under limited supervision following standardised practices and / or methods. Leading, guiding, and/ or co-ordinating others. Tracking budget expenditures. Utilisation of resources from other work units are often required to perform the jobs functions. There is a continual opportunity to impact the organisation's services.

ADMINISTRATOR: COUNCIL SUPPORT

DEPARTMENT: CORPORATE SERVICES

POST LEVEL: 4

REMUNERATION: R 567 973.00 -R596 949.00 Per Annum

REQUIREMENTS: Matric, National Diploma or equivalent qualification in local government and/or public administration. 2-3 years' experience in Local Government environment will serve as an advantage. Computer literate (MS Word. Excel. Power Point), emailing and internet facilities and willingness and aptitude to learn new technology. Communication skills and interpersonal skills. Sound human relations. Report writing skills. Must be able to work under enormous pressure. Ability to meet the targets. Code EB Driver's license.

KEY PERFORMANCE AREAS: Receiving items from all directorates and set them in the chronological order. Check typing of agendas and all annexures and rectify errors. Number all pages consecutively. Responsible for the compilation/duplication of the council agenda in consultation with the Manager Archives and Registry. Arrange with messenger/ driver for the delivery of the agenda in consultation with senior management within the directorates. In the absence of the messenger/ driver seek alternative measures or the incumbent deliver the agenda. Ensure smooth delivery and timeous dispatching of the council agenda. In case of virtual meetings ensure that the electronic copy of the council agenda is emailed to all councillors. Provision of committee secretarial support through the application of laid down meeting proceeding.

TRAINING OFFICER**DEPARTMENT: CORPORATE SERVICE****POST LEVEL: 4****REMUNERATION: R 567 973.00 -R596 949.00 Per Annum**

REQUIREMENTS: Matric, Diploma in Human Resources Management or related field. 2 - 5 years relevant experience required. Code EB Drivers Licence. Have communication skills, interpersonal skills. Have ability to meet targets.

KEY PERFORMANCE AREAS: Analyses employee development needs and consults with line managers to formulate appropriate interventions. Ensures that training and development initiatives are aligned to personal development plans where applicable. Shows initiative in sourcing of potential professional service providers in line with the regulatory framework; and monitors the efficiency and effectiveness of training and development programmes

TRACTOR DRIVER**DEPARTMENT : COMMUNITY SERVICES****POST LEVEL: 11****REMUNERATION: R 216 707.00 -R243 561.00 Per Annum**

REQUIREMENTS: Grade 10 .Valid Code B driver's licence. 1–2 years' experience operating tractors or heavy machinery (preferably in a municipal environment). Ability to read and write. Physically and medically fit to perform duties.

Key Performance Areas

Operate tractors and related equipment safely and efficiently. Perform routine inspections and basic maintenance on the tractor. Transport materials, equipment, and staff as required. Ensure compliance with Road Traffic Act and municipal safety procedures. Keep logbooks and report defects, accidents or breakdowns. Maintain cleanliness and proper use of vehicles and equipment. Assist with general duties as delegated by the Supervisor.

GENERAL ASSISTANTS (10)**DEPARTMENT: ALL DEPARTMENTS****POST LEVEL: 15****REMUNERATION: R 155 967.00 -R 162 079.00 PER ANNUM**

REQUIREMENTS: Basic Literacy/Minimum Grade 10. Communication Skills.

KEY PERFORMANCE AREAS: Collection or refuse bags to central points for pick up. Cleaning up the CBD where refuse exists to ensure clean and neat environment. Performs labouring activities associated with proving support during the preparation of burials, cleaning of municipal cemeteries, parks and gardens, and community halls. Perform labouring activities associated with providing support during cleaning of main sewer line and pumpstations, clearing and cleaning manholes. Assist with the installation and maintenance of water meters, valve leakage and water pipes burst. Cleaning store and equipment / tools load/ off loads of material/ chemicals. Ensure that the cleanliness of the office and designated areas is maintained. Ensure that chemicals detergents are mixed and used to remove stains and dirt from painted, polished or carpeted surfaces. Ensure that carpeted floor area is vacumed, and desktops shelves are dusted and tidied. Clean windows. Prepared beverages and serve to personnel and ensure cutlery and crockery are washed using detergents, rinsed and packed into the cupboards. Provide general support service as needed in the offices. Request cleaning materials. Performs other related duties as required.

A completed application form (obtainable from the Municipality), a covering letter clearly stating the position applied for, a comprehensive Curriculum Vitae (CV), and certified copies of academic qualifications must accompany all applications.

Correspondence will be limited to short-listed candidates only. If no notification is received within one (1) month after the closing date, applicants should regard their application as unsuccessful. The Municipality reserves the right not to make an appointment.

Applications, together with a comprehensive CV and certified copies of qualifications, should be addressed to:

**The Municipal Manager
Ramotshere Moiloa Local Municipality
P.O. Box 92, Zeerust
2865**

**CLOSING DATE: 19 FEBRUARY 2026
ENQUIRIES: R.V KHUTSOANE 018 001 1100 EXT 1159**

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L.I MORGATLHE

MUNICIPAL MANAGER