



**BEAUFORT WEST
MUNICIPALITY
STAFF VACANCY**

**External
Notice Nr: 71/2021**

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference

**DEPARTMENT: FINANCIAL SERVICES
FINANCIAL INTERN X5 - 2 YEAR CONTRACT
SECTION: ADMINISTRATION - ANNUAL INCLUSIVE REMUNERATION PACKAGE OF
R122 209.00 PER ANNUM**

REQUIREMENTS AND EXPERIENCE:

The intended candidate should have successfully completed a: *B. Com Degree or National Diploma or equivalent with Accounting as major subject at an accredited tertiary institution (attach proof).

*Grade 12

*The successful candidate must be computer literate – MS Office

*Good verbal and written communications skills

KEY DUTIES OR KEY PERFORMANCE AREAS:

Assist in the implementation of generally accepted Municipal accounting practice budget reforms *Aid in developing statistical reporting *Assist in developing financial policies and procedures *Electronic capturing of financial data *Aid in implementing and monitoring financial reports *Filing of all records and financial documents The position is located in the Beaufort West Municipal office. Please note that the appointment is subject to disclosure of Financial Interest. Candidates will have to undergo competency-based assessment and security vetting. Shortlisted candidates will be required to undertake a writing test as part of the interview process *Priority will be given to graduates from and residing within Beaufort West.*

BENEFITS: Ample leave and sick leave. Candidates will not qualify for any other benefits applicable to permanent employees of the council.

**DEPARTMENT: FINANCIAL SERVICES
FIN 1: WC0530512- EXECUTIVE SECRETARY - SALARY: T7: R158 185.00 – R205 329.00 PER ANNUM**

JOB PURPOSE: To provide executive secretarial support and attend to specific office support/ clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents/ correspondence and, communicating with visitors, officials sourcing and making available routine information pertaining to scheduled activities of the Directorate and/ or Municipality.

QUALIFICATIONS/REQUIREMENTS/EXPERIENCE: National Diploma – Secretarial or equivalent plus 3 years' relevant experience

Other requirements/skills:

*Computer skills (Word, Excel, Power Point & Internet) *Proficiency in spelling, grammar, punctuation, and further English language skills

Good at typewriting *Must be tactful in dealing with people *Discretion, good judgment ability, adaptable and versatile

*Initiative, stress tolerance, and customer-service orientation *Responsible and organisational skills *Diplomatic when required

KEY DUTIES: SUPERVISION AND CONTROL - Coordinate and control tasks/activities associated with controlling subordinates' performance, productivity and discipline. ***SCHEDULING AND PLANNING EXECUTIVE DIARY AND EVENTS** - Executes specific instructions and applies laid down procedures with respect to co-ordinating the director's diary and specific events. *** ADMINISTRATION/ SECRETARIAL SUPPORT** - Performs specific tasks/ activities associated with the provision of administration and secretarial support. *** INFORMATION RECORDKEEPING** - Maintains the correspondence/ information and recordkeeping system and accesses records of discussions, instructions and correspondence. ***Performs tasks** associated with the provision of reception/ telephonist service. Formal and Informal Reporting. *Perform any other related duties as instructed by Supervisor

DEPARTMENT: FINANCIAL SERVICES

Fin 52 - WC0530970 – ACCOUNTANT: ASSETS, FMIS - SALARY: T12: R314 649.00 – R408 435.00 PER ANNUM

JOB PURPOSE To coordinate and control the key performance and result indicators associated with the budget and financial reporting through the implement accounting policies, systems and procedures to ensure sound financial practices and budget monitoring, systems and procedures and financial statement processes regulating financial reporting and recording, providing input into longer term objective setting and financial planning sequences and directing and executing accounting and administrative procedures and processes to ensure legislative compliance and sound financial management practices.

QUALIFICATIONS/ REQUIREMENTS/ EXPERIENCE: Degree or National Higher Diploma in Accounting. Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed plus **4 years' experience.**

Other requirements/skills: Code B Drivers' license

*Computer literacy (MS Office Applications) *Proficiency in at least 2 of the official languages of the Western Cape *Good management, human relations, interpersonal and communication skills *Ability to give attention to detail *High level of responsibility *Ability to work under pressure

KEY DUTIES: Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline * Co-ordinate the implementation of specific financial procedures, systems and controls associated with budget planning, financial statements, accounting and financial reporting processes *Administer operational and capital budgeting processes in collaboration with Manager *Provides assistance to the Manager on preparation on monthly, quarterly, and annually financial reports *Responsible for the general administration regarding the ledger *Provide assistance regarding cost management and related processes *Responsible for training of financial interns *Perform client service and public service function ***Formal Reporting:** *Report to National Treasury, MEC for Local Government and the Mayor via the supervisor on the state of the Municipality's budget in terms of the Municipal Finance Management Act *Monthly statement report and submit to National treasury and provincial treasury via supervisor *Actual Capital Acquisition reports *Actual statements of Financial Performance. *Monthly Financial Reports to Council that includes analysis of rates and services charges, creditors, investments and bank reconciliations. *Quarterly Budget statements to NT and PT: *MFMA 12 urgent priorities *Budget evaluation checklist *Annual Budget statements reporting to National Treasury and Provincial Treasury. *Statement of Financial Position *Statement of Financial performance Budget *Reconciliation of IDP to budget. Perform any other duty as instructed by the immediate supervisor.

DEPARTMENT: FINANCIAL SERVICES

ELEK 27: SENIOR METER READER - DIVISION: REVENUE & CREDIT CONTROL BILLING, RATES, TAXES & CUSTOMER CARE – SUB-SECTION: METER READING - STARTING SALARY T6: R130 843.00 – R169 850.00 PER ANNUM

JOB PURPOSE: To coordinate and control the activities associated with the reading of meters to ensure the correct calculation of consumption of service users, the field supervision over the Meter Readers and to identify illegal and faulty connections

REQUIREMENTS AND EXPERIENCE:

Gr 10, PLUS 2 years' experience with a valid Code B drivers' licence

Skills Required:

**Computer Literacy **Knowledge of Municipality's Administrative System **Communication Skills **Reading and writing skills **Interpersonal skills **Attention to detail

KEY PERFORMANCE AREAS:

Supervise and control the activities of the Meter Readers and associated tasks ** Control over vehicles ** Control and maintain- Handheld terminals – device to capture daily readings GPS – handheld global positioning for meters ** Allocate, monitor and control the meter reading function at specific sites ** Identify illegal and faulty connections ** Assist the Credit Control section with the cutting off of water and electricity to reduce possible loss to the Council **Informal Reporting

REASONS FOR ESSENTIAL QUALIFICATION:

Functional requirements of the post

PHYSICAL REQUIREMENTS OF THE POST:

The post requires of the incumbent to be a normal person with good health

SPECIAL CONDITIONS ATTACHED TO THE POST:

Must work overtime after normal office hours when required

DEPARTMENT: CORPORATE SERVICES
KORP 16: WC0530032 - INDUSTRIAL RELATIONS OFFICER –HUMAN RESOURCE MANAGEMENT –
SALARY: T12: R314 649.00 – R408 435.00 PER ANNUM

JOB PURPOSE: To coordinate and apply specific procedures associated with maintaining a sound labour relations function and occupational health, safety services to ensure compliance with relevant labour legislation, collective agreements and council policy, reporting to specific Committees on the status of development, capacitating Management Representatives on the application and interpretation of policies and agreements and attending to administrative requirements with respect to the preparation, circulation and maintenance of reports, correspondences and notifications.

QUALIFICATIONS/REQUIREMENTS/EXPERIENCE: National Diploma: Human Resource Management/Industrial Relations with Grade 12 plus 4 years' relevant experience.

Other requirements/skills: **Knowledge of legal & administrative services and processes **Code B Driver's license **Computer literacy (Office Applications) **Proficiency in at least 2 of the official languages of the W. Cape **Good management, human relations, interpersonal and communication skills **Change Management **Project Management, Planning & Organisation **Knowledge Management **Service delivery innovation **Problem Solving **High level of responsibility **Ability to work under pressure **Ability to deal with conflict situations

KEY DUTIES: Disciplinary and Grievance Procedures - Develop and implement disciplinary and grievance procedures
**ADMINISTRATIVE SUPPORT - Perform administrative and support duties regarding disciplinary processes ** CASE MANAGEMENT - Co-ordinates and controls procedures and research sequences associated with Disciplinary and Grievance cases and enquiries ** ADVICE & ASSISTANCE - Provide advice and assistance to management regarding employee relations issues ** PRESENTATION - Prepares and represents the Municipality in cases referred for Conciliation/ Arbitration
** HR LEGISLATION, POLICIES - Ensure alignment with Human Resource Legislation, Policies, Collective Agreements etc., ** Represent the municipality at CCMA & Bargaining Council for conciliation & arbitration **Serving in the SALGA arbitration panel **Provide practical training and guidance to all personnel on procedures and applications associated with specific Industrial Relations processes and perform specific administrative tasks/ responsibility associated with the functionality ** Establish and form the secretariat of the local labour forum ** Implement and administer conditions of employment and agreement of the bargaining council ** Performs specific administrative tasks/ responsibility associated with the functionality ** Collate and prepare qualitative and quantitative information for inclusion into specific statistical reports ** Facilitate the implementation and monitoring of an Employment Equity Plan in terms of the applicable legislation **Formal and Informal Reporting ** Perform other related duties as instructed by supervisor.

BENEFITS

*Attractive benefits are offered such as Bonus equal to one month's salary * Pension-Provident/Retirement and Medical Aid Fund * Housing Subsidy * Ample leave * Sick leave.*

CLOSING DATE: FRIDAY 06 AUGUST 2021 AT 12h00

NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified copies of documentation of qualifications/valid drivers' licenses must be attached as proof to be considered. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment. The Beaufort West Municipality reserves the right not to make any appointment(s) to the above post.

Applications received after the closing date, e-mailed or faxed applications will not be considered.

Full particulars and prescribed application forms can be obtained from **mr Adriaan Duimpies/ms. Imelda F Dourie** at telephone **023-4148165/ 8190**. Completed applications should be sent to or handed in at –
THE MUNICIPAL MANAGER, PRIVATE BAG 582, 112 DONKIN STREET, BEAUFORT-WEST, 6970

Municipal Office
112 Donkin Street
BEAUFORT WEST
6970

MJ PENXA
ACTING MUNICIPAL MANAGER

2021/07/05