RAYMOND MHLABA MUNICIPALITY
UMANYANO KUPHUHLISO

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8 SOMERSET STREET
FORT BEAUFORT | 5720
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VACANCIES

The Raymond Mhlaba Local Municipality is a Category B Municipality, established after the amalgamation of Nkonkobe and Nxuba municipalities. It has its administrative seat in Fort Beaufort and its Council seat in Alice. The Raymond Mhlaba Municipality comprises of the historic towns of Alice (home of University of Fort Hare), Fort Beaufort, Hogsback, Middledrift, Debe Nek, Seymour, Balfour, Adelaide and Bedford. It also serves a large rural area in addition to the towns. The Raymond Mhlaba Local Municipality falls in the Amathole District Municipality in the province of the Eastern Cape. It is looking for visionary, inspirational, customer-oriented, high-calibre and trend-setting strategists to fill the following permanent positions.

EXTERNAL ADVERTISEMENT

POST 01 : **ELECTRICITY SERVICES MANAGER**

DIRECTORATE : **ENGINEERING SERVICES**

TASK GRADE : **15**

SALARY SCALE : **(R443188 – R575286) PER ANNUM**

QUALIFICATIONS AND EXPERIENCE:

- Matric
- Relevant Diploma or Degree in Electrical Engineering, Heavy or Light Current
- Certificate of Compliance as per Occupational Health and Safety Act 85 of 1993, Electrical Installation Regulation 7 **(Electrical Engineer`s Certificate of Competency)**
- Registered as a Professional or a candidate Technician/Technologist/Engineer with ECSA and be eligible to be registered within 2 years.
- 5-years' relevant experience of which 3 years at management level in a similar environment.

MINIMUM REQUIREMENTS AND SKILLS:

- Code B Drivers' License
- Computer literacy (MS Office applications)
- Proficiency in at least 2 of the official languages of the Eastern Cape (read, write and speak)
- Good management, human relations, interpersonal and communication skills

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- Analytical skills
- High level of responsibility
- Ability to give attention to detail
- Ability to work under pressure
- Willingness to work after normal working hours, on standby and during emergencies.

FUNCTIONS

- Manage and control the key performance and result indicators associated with the provisioning and maintenance of electrical infrastructure services.
- Manage, monitor and control operational/capital projects and the budget of the department.
- Manage the operations and maintenance of the electricity networks, substations and buildings
- Performs infrastructure asset and electricity demand management.
- Ensure that the department comply with applicable legislation
- Monitor the implementation of Risk Management and Supply Chain Management strategies.
- Disseminate information and guidance with relation to performance management of the human capital of the department.
- Render management and line-function administrative support services to the department.
- Keeping abreast of current trends, legislative changes and technological developments in the rehabilitation and maintenance of Electrical Infrastructure.
- Ensure the preparations of design for electrifications projects in and around the municipality.

- Oversee that the approval of designs and construction drawings to ensure that projects are designed and constructed accordingly as per the plans.
- Ensure that customer complaints are attended to in order to ensure that customers are satisfied by having their complaints properly dealt with.
- Manage the revenue collection of the municipality through ensuring that losses are kept as minimal as it is possible.

POST 02 : EXPENDITURE MANAGER
DIRECTORATE : BUDGET AND TREAUSURY
TASK GRADE : 15

SALARY SCALE : (R443 188 – R575 286) PER ANNUM
REQUIREMENTS:

Minimum requirements:
• Matric
• Bachelor of Commerce Degree, BCOMPT or Equivalent qualification majoring in Accounting/Financial Management
• Minimum of five (4) years' experience in Local Government of which three (2) years must be in a supervisory (Officer) Level and two (2) years in the relevant field especially the preparation of Annual Financial Statements.

• Computer literate
• A valid driver's license.

Key Competency Skills
• Knowledge of municipal applicable legislations
. Knowledge of compilation of AFS
• Reasonable understanding of IDP
• Budgeting and SDBIP context
• Extensive knowledge of MFMA and applicable Municipal Legislation
• Strong Supervisory skills and interpersonal skills
• Good report skills
• Communication skills

Key Performance Areas:
• Management of Expenditure and Reporting Units.
• Performing financial analysis of the Municipality to identify its status regarding financial viability and sustainability.

• Supporting management to submit to National Treasury, Provincial and Auditor General such information returns documents explanation and motivations on finances as may be prescribed or required.
• Financial reporting which included amongst other reports the preparation of Annual Financial Statements (AFS) and Consolidated AFS
• Advising all staff and departments on the requirements of the applicable accounting standards (GRAP)
and the relevant accounting transactions.
• Performing the planning, quality time and resource management in respect of financial month and year end closure procedures, developing and implementing accounting policies in alignment with applicable accounting standards.
• Developing expenditure and coordinate the implementation of payment system that ensure that all transaction are authorized appropriately and payments are made within applicable legislative time frames.
• Reviewing of the Commitments and Retentions systems and registers for accuracy and completeness.
• Playing an active role in Risk and Change Management on Accounting and Reporting.

RAYMOND MHLABA MUNICIPALITY
UMANYANO LUPHUHLISO

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For enquiries please contact Ms A Mzileni Human Resources Manager at the following number (064) 645 7408.

Raymond Mhlaba Municipality is committed to employment equity. Raymond Mhlaba is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with the shortlisted candidates. If you have not heard from us within 3 months of the closing date, regard your application as unsuccessful. The Council nevertheless appreciates the interest shown by all applicants.

Application letter together with a comprehensive Curriculum Vitae and certified copies of qualifications, Drivers Licence and identity document must be addressed to: **The Municipal Manager, Raymond Mhlaba Municipality, P. O. Box 36, Fort Beaufort, 5720** and should reach the afore-mentioned by not later than **17:00 on Friday, 07 January 2020** . Failure to attach the required documents will disqualify your application. Canvasing of Councilors is not permitted and proof thereof will result in disqualification. No faxed or e-mailed applications will be considered.

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Ms U. T. Malinzi
Municipal Manager