



**RAYMOND
MHLABA
MUNICIPALITY**

UMANYANO KUPHULISO

Tel: 046 645 7400/7451 | **Fax:** 046 645 2562

8 Somerset Street | Fort Beaufort, 5720 | P.O.Box 36, Fort Beaufort, 5720

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, Middeldrift, 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. The municipality is looking for individuals to feel the following positions:

MANAGER: LEGAL SERVICES

TASK GRADE 15

Directorate: Corporate Services

Requirements include: Grade 12; B. Degree Law (LLB); a Post Graduate qualification will be an added advantage; at least 4 years' experience in Public Law; experience in local government; communication skills both verbal and written; analytical and methodical abilities; ability to work under pressure and still meet deadlines; problem-solving ability and apply common sense appropriately; computer literacy; a valid code B driver's license.

Duties include: Providing formal legal advice/opinion to the Municipal Manager, HODs and Officials; providing informal legal advice to all RMM Officials; reviewing/drafting contracts to effect the rights and duties of parties in respect of the issues identified, in accordance with prevailing legislative requirements and prescripts; Keeping updated compliance, contract and litigation registers; drafting of by-laws and assisting in policy development; reporting on the afore-mentioned processes to HoDs forum and Council; analysis of the status of implementation, interfacing with attorneys and advocates; preparing briefs and instructions to legal practitioners appointed to represent Raymond Mhlaba Municipality in litigation matters; managing the function of Fraud Prevention and Anti-Fraud Management on behalf of RMM and reviewing related policies and strategies intermittently; interfacing with professional forensic investigators/auditors engaged by RMM and other stakeholders like SAPS and Prosecuting Authorities in respect of fraud/corruption involving RMM.



UNIT MANAGERS: ADELAIDE AND SEYMOUR

TASK GRADE 15

Directorate: Corporate Services

Requirements include: Grade 12; B Degree / Diploma in Public administration; three (3) to four (4) years' experience in Local Government environment; full understanding of Municipal Legislation; communication skills both verbal and written; analytical and methodical abilities; ability to work under pressure and still meet deadlines; problem-solving ability and apply common sense appropriately; computer literacy; a valid code B driver's license.

Duties include Provide full management in the respective Unit; Provide internal auxiliary services support to other departments; Rendering of Municipal services to the community; Provide administrative support within the area of jurisdiction.

ACCOUNTANT: FINANCIAL REPORTING

TG10

Directorate: Budget and Treasury

Requirements include: Grade 12; B.Com/B-Tech Degree in Accounting; Minimum of 3 years relevant experience in financial reporting; Accounting articles will be an added advantage; Must be computer literate; Must have driver's license; Knowledge of legislative frameworks governing local government, GRAP and other related principles; Knowledge of MFMA CaseWare working papers will be an added advantage.

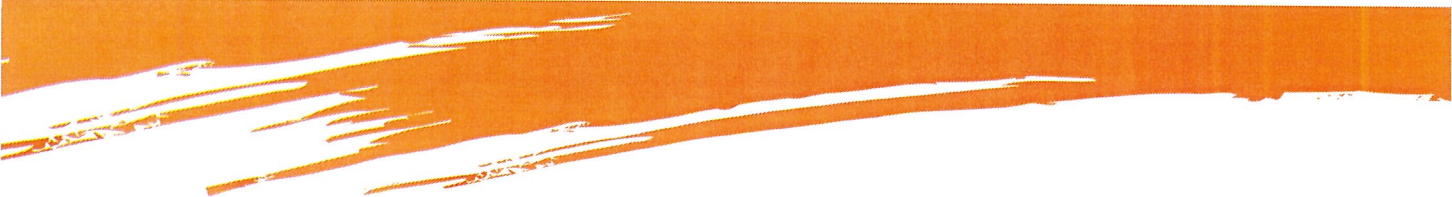
Duties include: Assist in Preparing financial statements for internal and external use. Assists in Collecting and analysis financial data, ensuring that all reporting is in compliance with GRAP reporting guidelines. Assists both internal and external auditors. Assists the CFO's office in reporting to all relevant stakeholders. Ensure compliance with MFMA requirements on financial reporting for municipalities. Assist with day to day running of financial reporting office. Assists in the preparation of reconciliations for all balances and classes of transactions to support balances and transaction reported in the Annual Financial Statements. Perform any other relevant duties allocated to the incumbent by the Supervisor.

2 X FREE BASIC SERVICES: DATA CAPTURERS

TG05

Directorate: Budget and Treasury

Requirements include: Grade 12, Certificate Public Management, at least 2 years' experience in the field of which 1 year in the municipal environment; Must be computer literate; must be able to speak two languages dominant in the Raymond Mhlaba Municipality; ability to work under pressure and still meet deadlines




Duties include: Provide data capturing services; Provide Support services to indigent applications; Maintain documentation and records keeping of transactions for audit purposes; Performs specific procedures associated with capturing on the system and reconciling on monthly basis.

Candidates will be subjected to an interview and must be aware that previous employers and references will be contacted. Qualifications, credit and criminal records of Candidates will be vetted. The candidates will be required to disclose all financial interests including pending cases against them. Failure to attach the required documents will disqualify your application. Canvassing of Councillors is not permitted, and proof thereof will result in disqualification.

For further enquiries regarding this advert, please contact the Acting HR Manager at 046 645 7420 or email mmoffice@raymondmhlaba.gov.za / nkopana@raymondmhlaba.gov.za. Application form (obtainable from the municipal website) together with a comprehensive Curriculum Vitae and certified copies (not older than 6 months) of qualifications and identity document must be addressed to The Municipal Manager, Raymond Mhlaba Local Municipality, No. Street, 8 Somerset Street, KwaMaqoma (Fort Beaufort), 5720 and should reach the afore-mentioned not later than 11 September 2024 at 12h00. **No faxed or emailed applications will be considered.**

Raymond Mhlaba Municipality is committed to employment equity and therefore in these appointments such factors will be considered. Women and People living with Disabilities are encouraged to apply. Raymond Mhlaba Municipality 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.



U.T.MALINZI
MUNICIPAL MANAGER
DATE: 26/08/24