



**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**

## **EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS**

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 KwaMaqoma and its Council seat in eDikeni. The Raymond Mhlaba Municipality comprises of the historic towns of eDikeni (home of University of Fort Hare), KwaMaqoma, 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. The municipality is looking for individuals to feel the following positions:

### **MANAGER: BUDGET AND ASSETS MANAGEMENT**

#### **PERMANENT POSITION**

#### **TASK GRADE 15**

#### **DIRECTORATE: BUDGET AND TREASURY**

**FRINGE BENEFITS:** Normal fringe benefits including pension fund, medical aid, leave and housing subsidy on certain conditions.

**Requirements include:** Grade 12; Bachelor's Degree in Financial Accounting/ Cost and Management Accounting; A Postgraduate Degree in Finance related studies; SAICA or SAIPA articles are a requirement; Code B Driving License; Certificate in MFMP will be an added advantage and at least 3 years working in a budget preparation or evaluation/ assessment role within local government.

#### **Duties include:**

- Manages and leads the budget planning process.
- Managing the preparation of enhanced standards financial statements in support of the straight and operational decision and forward to immediate superior for authorization.
- Leading the monitoring if utilization of budget in line with the SDBIP and forward a detailed report to immediate superior for further processing.
- Designing budget and forecast guidance, development of tools and processes and coaching the budget holders on the use of budgeting and forecasting system and processes.
- Guiding the preparations of ledger accounts detailing the current funds, loan funds, plant restricted and unrestricted funds.
- Overseeing the preparations of relevant reports on documents necessary for carrying out of an effective and efficient audit process.

- Managing the implementation of change management initiatives within area of budget management.
- Leading records and schedules detailing file movements, addressing inaccuracies and advising adjustments.
- Preparation and Maintenance of a GRAP compliant Asset Register
- Assisting with the Preparation of the Annual Financial Statements relating to the PPE
- Supervision of all staff under the Budget and Asset section
- Assisting the CFO with all duties relating to the office of Budget and Assets
- Ensuring performance of monthly and quarterly assets verifications

## **SENIOR ACCOUNTANT: CREDITORS AND VAT PERMANENT POSITION**

### **TASK GRADE 13**

#### **DIRECTORATE: BUDGET AND TREASURY**

**FRINGE BENEFITS:** Normal fringe benefits including pension fund, medical aid, leave and housing subsidy on certain conditions.

**Requirements include:** Grade 12; Degree/Diploma with accounting as a major or equivalent Finance Qualification with Accounting as a major; A municipal Finance Management Programme (MFMP) certificate will be an added advantage; Code B Driving License; four (4) years relevant experience with 2 years in a municipal environment.

#### **Duties include:**

- Implements critical objectives encompassed in approved long and short-term plans.
- Implementing efficient financial expenditure controls by regularly assessing the effectiveness of existing controls.
- Monitoring timeous payment of all creditors in accordance with contractual commitments, MFMS and applicable legislations.
- Undertake detailed planning and research in conjunction with the Manager: Expenditure and holding monthly planning sessions with subordinate staff.
- Provide support with regard to the consolidation of expenditure transactional information to facilitate the production of Financial Statements.
- Controls sequence associated with the information processing and updating related payroll transactions.
- Preparation of monthly VAT 201 and reconciliation thereof.
- Ensuring timeous submission of all expenditure reconciliations.



**SENIOR PAYROLL OFFICER  
PERMANENT POSITION**

**TASK GRADE 12**

**DIRECTORATE: BUDGET AND TREASURY**

**FRINGE BENEFITS:** Normal fringe benefits including pension fund, medical aid, leave and housing subsidy on certain conditions.

**Requirements include:** Grade 12; Degree in Financial Accounting or equivalent; no criminal record; at least three (3) years' experience in payroll management; Extensive background in end to end autonomous payroll processing in a fast-paced environment; Experience with in working with SAGE 300 will be an added advantage and Police Clearance Certificate.

**Duties include:**

- Accurate preparation and processing of monthly payment of wages and salaries in accordance with timesheets, relative pay-rates, policies, industrial awards, enterprise Agreements and legislative requirements.
- Generation of automatic pays, standard deductions, allowance and tax deductions.
- Balancing and recording of the fortnightly payroll; deductions and cheques.
- Providing specialised advice and information to staff in relation to Award Interpretation, payroll deductions, allowances, leave, superannuation and tax.
- Reconcile Tax and gross figures with End of Year Trial Balance before issuing payment summaries.
- Run end of month Superannuation Contribution Statement File
- Performance of monthly integration from the Payroll system to the main General Ledger
- Reconciliation between the General Ledger and the subledger being the Payroll system.

**PAYROLL OFFICER  
PERMANENT POSITION**

**TASK GRADE 10**

**DIRECTORATE: BUDGET AND TREASURY**

**FRINGE BENEFITS:** Normal fringe benefits including pension fund, medical aid, leave and housing subsidy on certain conditions.

**Requirements include:** Grade 12; Diploma in Financial Accounting or Equivalent; No criminal record; at least 3 years' experience in Payroll Management and Police Clearance Certificate.

**Duties include:**

- Recording of all payroll data in the Municipality's software system.
- Calculating overtime, salary increase, standby allowance, housing subsidies/ allowances and shift/night out allowance as per the SALBC collective agreement.
- Deducting all third parties related payments.
- Issuing of IRP5's and other necessary tax forms.
- Answering employees' questions and complaints about payroll.
- Ensuring reconciliation between the sub ledger and the main ledger.
- Assisting Senior Payroll officer with all reconciliation relating to the Payroll section.

**SENIOR ELECTRICIAN  
PERMANENT POSITION  
TASK GRADE 10**

**DIRECTORATE: ENGINEERING SERVICES**

**FRINGE BENEFITS:** Normal fringe benefits including pension fund, medical aid, leave and housing subsidy on certain conditions.

**Requirements include:** Grade 12, Diploma in Electrical Engineering, Trade Test Certificate 0 5-years' relevant experience of which 3 years at supervisory level in a similar environment (Municipal). Code CI Drivers' Licence & PDP.


**Duties include:**

- To supervise maintenance, installation and repair of electrical infrastructure (street lighting and overheads).
- To supervise maintenance, installation and repair of electrical meters.
- To supervise the operations and maintenance of the electricity networks, substations, and buildings.
- To ensure that customer complaints are attended to ensure that customers are satisfied by having their complaints properly dealt with.
- To ensure fault finding and repair of the electrical network when required.

For enquiries, please contact Ms. N. Kopana: Acting HR Manager at the following number (046) 645 7420/7414

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.08 Somerset, KwaMaqoma,5720 and should reach the afore-mentioned not later than 12<sup>th</sup> December 2025 at 12h00. Failure to attach the required documents will disqualify your application. Canvassing of Councilors is not permitted, and proof thereof will result in disqualification **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 appreciate the interest shown by all applicants.

  
**MS U.T. MALINZI**  
**MUNICIPAL MANAGER**  
**DATE: 01/12/25**