



**RAYMOND  
MHLABA  
MUNICIPALITY**  
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UMANYANO KUPHUILISO

**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, 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: WASTE MANAGEMENT AND SOCIAL NEEDS**

#### **TASK GRADE 15**

#### **Directorate: Community Services**

**Requirements include:** Grade 12, B Degree in Waste Management / Environmental Management. 4 years' experience in the management of all aspects of waste or environmental including planning, technical, financial, legislative and project management of which 2 years in local government will be an added advantage, 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:** Maintain an efficient and effective waste and environmental services; Build and Maintain stakeholder relations; Investigate and following up claims of illegal dumping of waste; Develop and review waste and environmental management plans, procedures, policies, by-laws and strategies; Manage parks and amenities; Ensure compliance with current legislation in the transportation, handling and disposal of waste; Coordinate waste and environmental forums; Set and supervise meetings of waste reduction and recycling targets.

## ASSISTANT ACCOUNTANT X 2

### TASK GRADE 08

**Directorate: Budget and Treasury Office**

**Requirements include:** Grade 12; National Diploma in Accounting/ Finance or equivalent; Computer Literacy; 2 years of experience in field of Financial reporting in the local government

**Duties include:** Performs monthly bank reconciliations for all Municipal bank accounts; Assisting with all reconciliations that feed in to the Interim and Annual Financial Statements; Assisting with the review of General Ledger for misallocations and process correcting monthly journals; Preparing interim and annual financial statements for the municipal entity on CaseWare; Assisting with the reconciliation of Assets (FAR to GL/TB); Assisting reconciliation of payroll to GL/TB AFS of the municipality; Assisting with the preparation of Annual Financial Statements of the municipality; Assist accountants in the various units within the Finance department

## SENIOR ACCOUNTANT: FINANCIAL REPORTING PERMANENT POSITION

### TASK GRADE 12

**Directorate: Budget and Treasury Office**

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

**Requirements include:** Grade 12; B.Com/B-Tech Degree in Accounting; Minimum of 5 years relevant experience in financial reporting with 2 years at a supervisory level , A municipal Finance Management Programme (MFMP) certificate will be an added advantage; Code B Driving License; Knowledge of legislative frameworks governing local government, GRAP and other related principles.

**Duties include:**

- Supervising of subordinates
- Assessing the adequacy of current financial policies and procedures.
- Scrutinizing ledger journal supporting documents and financial sequences against transactional recordings
- Preparing Financial statements for internal and external use
- Collecting and analysing financial data ensuring that all reporting is in compliance with GRAP reporting guidelines.
- Liaise with both internal and external auditors as audit controller for the institution
- Compiling reports for the CFO's Office in reporting to all the relevant stakeholders
- Ensuring compliance with MFMA requirements on financial reporting for Municipalities.
- Responsible for the preparation of reconciliations for all balance and classes of transactions to support AFS and IFS.

## **FINANCE MANAGEMENT GRANT INTERNS X 3**

**R100 000 pa for the Duration of 2 years**

**Directorate: Budget and Treasury**

**Requirements include:** Grade 12; Bachelor's Degree or National Diploma with majors in Accounting and/or Auditing; The candidate must be between the ages of 21 and 35 AND must reside within the jurisdiction of Raymond Mhlaba Municipality. Computer Literacy (MS Office Applications); High Level of responsibility and ability to give attention to detail Accountancy and numeracy skills, Reporting Skills, Basic Knowledge of monthly reconciliations, Knowledge and or experience with regards to Internal Audit processes good communication skills. The intern will sign an internship agreement which is in addition to the employment contract.

**Duties include:** Assisting in the implementation of accepted municipal accounting practise and budgetary reforms Training in the key performance areas of Internal Audit Financial Accounting and Reporting Supply Chain Management Budget Management Revenue Management. The effect of the agreement is to ensure commitment to the programme which requires, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures.

## **COMMUNITY DEVELOPMENT OFFICER**

**TG10**

**Directorate: Strategic Planning and Local Economic Development**

**Requirements include:** Grade 12; National Diploma in Developmental Studies / National Diploma in Agricultural Studies or equivalent; 2 years in experience in the area of local economic development, experience in local government will be an added advantage; 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:** Identify and define the immediate, short term and long-term objectives associated with agricultural development; Coordinate the formulation of specific agricultural policies and procedures; Coordination and implementation of agricultural development projects; Provide continuous support to all farmers on agricultural programmes; Maintain relationships with internal and external stakeholders.

## **COMMUNICATIONS OFFICER**

**TG10**

**Directorate: Strategic Planning and Local Economic Development**

**Requirements include:** Grade 12; National Diploma in Public Relations Management / Journalism; 2 years in experience in local government communications; both verbal and written communication skills; ability to work under pressure and still meet deadlines; problem-solving ability and apply common sense appropriately; computer literacy.

**Duties include:** Implementation of Communication Strategy and Communication Plan; Drafting of Municipal Publications of External & Internal Newsletter; Communicating the Municipal Calendar of events including events of public bodies; Building & Maintaining Media and /Stakeholder Relations; Drafting of Media Releases, statements, article or any other material required and submit to immediate supervisor; Assembling of branding for all municipal events, meetings project handover and other council programs; Capturing pictures during municipal events, meetings, project handovers and other council events and draft media story for each event; Coordinating implementation of awareness campaigns, roadshows, exhibitions and other means to promote municipal brand; Designing municipal posters, flyers, pamphlets and programs for municipal planned and planned events.

## INTERNAL AUDITORS X 2

TG12

Directorate: Municipal Manager's Office

**Requirements include:** Grade 12; B Degree, BTech or National Diploma in Internal Auditing; Minimum of 3 years' experience, preferably in local government; relevant experience in risk management and auditing in finance, performance, compliance and ICT; Legible to registration with a recognized professional body, such as the Institute of Internal Auditors South Africa (IIASA); Knowledge of the legislation governing local government and other related National Treasury circulars; Completed SAICA articles will be added; A valid Code B driver's license and Computer literacy.

**Duties include:** Performing audits as scheduled in the approved annual internal audit plan; Assessing the adequacy and effectiveness of internal controls, risk management processes, governance procedures, and compliance with laws, regulations, and municipal policies; Developing and maintaining audit working papers and ensure their adequacy and documented in accordance with audit methodology and IIA standards; Drafting clear and concise audit reports; Conducting follow-up audits to monitor the Implementation; Undertaking special audit investigations into alleged fraud or non-compliance as determined by the Municipal Manager or Council; Assisting with the development and maintenance of the corporate risk register and facilitating the implementation of risk mitigation plans; Assisting in coordinating Audit Committee meetings and compiling necessary reports for submission to the Municipal Manager and the Audit Committee

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](mailto:mmoffice@raymondmhlaba.gov.za) / [nkopana@raymondmhlaba.gov.za](mailto: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 **3<sup>rd</sup> March 2026** 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: 16/02/26

