



GREATER LETABA MUNICIPALITY

Greater Letaba Municipality invites suitably qualified candidates to apply for the following positions:

FINANCE DEPARTMENT

CREDIT CONTROL OFFICER

Salary: R102 080.00 – R121 230.00 P.A.

Requirements: Relevant B-Degree or Diploma in Finance

Duties and Responsibilities: Manage the debtors division in an efficient and cost effective manner. Prepare cut-off for accounts in arrears. Arrange for settlement of accounts. Prepare hand over list for the municipality's Legal department/ attorney's for legal actions. Comply with the credit control policy. Report to the Assistant Accountant- credit control and customer

SENIOR CREDITORS CLERK

Salary: R102 080.00 – R121 230.00 P.A.

Requirements: *Relevant B. degree or Diploma in Finance

Duties and responsibilities: Manage the Creditors division in an efficient and cost effective manner. Ensure the correctness of documentation received from the creditor's clerk. Verify vote numbers on requisitions. Assist the Credit Clerk in capturing the order on creditors system. Ensure that the creditor's monthly statements are reconciled before payment can be requested. Request payments for creditors and forward the cheque requisition and all relevant documentation to the delegated person to authorize payment .Perform all duties and functions as delegated by the Accountant – Expenditure

FLEET ASSET AND MANAGEMENT OFFICER

Salary: R102 080.00 – R121 230.00 P.A.

Requirements: Appropriate B-Degree or Diploma in Finance.

Duties and responsibilities: Manage and control all municipal assets. Plan stocktaking programmes. Conduct stock takings. Recording of all receipts. Reconciliation of physical stock.

PROCUREMENT OFFICER

Salary: R102 080.00 – R121 230.00 P.A.

Requirements: An appropriate B-degree or Diploma in Finance

Duties and responsibilities: Enforce compliance of procurement processes. Communicate with suppliers to achieve best value for money. Implementation of procurement policy

SECRETARY: DIRECTOR FINANCE

Salary: R64 951.00 – R67 417 .00 P.A

Requirements: A Grade 12 and Computer literacy (ms word, excel & PowerPoint)

Duties and responsibilities: Handle and manage all correspondences referred to the finance directorate Develop, implement and monitor tracking system for correspondence .Provide administrative support for the finance committee meetings. Draft letters and memos as requested by finance Director and other senior personnel in Finance directorate. Ensure smooth running of the directorate's filing system. Make travel and accommodation arrangements for the directorate .Perform minutes-taking functions for the meetings held by the directorate .Manage the directorate diary, arrange meetings and schedule appointments. Perform all duties and functions as delegated by the CFO and other senior personnel in finance directorate

CHIEF ADMINISTRATION OFFICER: AUXILIARY SERVICES

Salary: R146 648 – R160 000 P.A.

Requirements: An appropriate B-degree or Diploma in Finance or Equivalent qualification and a minimum of 2 years experience in a finance related field

Duties and responsibilities: Manage and control all municipal assets. Management of free basic services. Management of inventory. Performance of Bank reconciliation. Inventory management.

INFRASTRUCTURE DEVELOPMENT AND PLANNING

Manager: Project Management Unit

Salary: An inclusive package of R 350 000 P.A.

(Five year contract)

Requirements: Relevant B-Degree or Diploma in Built environment field and five years experience in Built environment

Duties and Responsibilities: Integrate, co-ordinate, and financially administer the MIG and other projects. Ensure project compliance with all applicable legislation, policies and conditions applicable to project management. Project performance and cash flow reviews. Audit and administer the monthly claims and expenditure. Liaise with the provincial and the senior MIG manager as well as other line functional departments through formal regular evaluation / progress meetings and on an ad hoc basis. Submission of monthly, quarterly, bi-annual, annual and ad hoc reports to dplg as determined in applicable legislation or required by the sector department units. Management of the PMU office staff and their respective outputs.

Enquires: **Mr. T.F Maluleke.**
Tell No. : **015 309 9246/7/8**

Interested persons may send their application letter and a detailed CV, certified copies of qualifications and ID to: **Municipal Manager, Greater Letaba Municipality. P.O. Box 36, Modjadjiskloof 0835**, or applications may be delivered at the **Municipal Offices. Civic Centre, Botha Street, Modjadjiskloof** and no faxed or e-mailed applications will be accepted.

Closing date: 27 MARCH 2009

Municipal Manager
Mutshinyali I.P