

MOSSEL BAY MUNICIPALITY

Mossel Bay Municipality, an employer committed to equal employment invites persons to apply for the undermentioned vacancy.

ACCOUNTANT (CREDITORS)

(APPLICANTS RESIDING IN THE WESTERN CAPE WILL BE GIVEN PREFERENCE)

REQUIREMENTS

- ❖ B Degree or equivalent 3 year diploma in Financial Management with 5 years relevant experience in financial environment
- ❖ Computer literacy (MS Office, preferably Promun) with specific reference to an expenditure system
- ❖ Proficient in at least 2 of the 3 official languages of the Western Cape
- ❖ Completed Minimum Competency Level Training or willingness to register for Minimum Competency Level Training

KEY PERFORMANCE AREAS

- ❖ Management, control and monitor of creditor and or supplier payments.
- ❖ Compile, manage, maintain and control of the masterfile database
- ❖ Manage and control all capital assets allocated to the section.
- ❖ Manage all the activities, personnel and systems in the creditors section.
- ❖ Ensure compliance with financial policies, Council resolutions, regulations and legislation

SALARY SCALE: R279 050.64 – R362 205.84 per annum (T12)

CLOSING DATE: 16 FEBRUARY 2018
(No applications received after 13h00 will be accepted)

General:

- Shortlisted candidates may be subjected and required to undergo a theoretical and practical test.
- ***Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant***
- Applications in writing on the official application form and accompanied by a comprehensive CV, which will be regarded as confidential, must be directed to: The Senior Manager Human Resources, P O Box 25, Mossel Bay, 6500. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant. Application forms are available on the Municipal web-site (www.mosselbay.gov.za) or electronically available from the contact person mentioned hereunder.
- Original Certified copies of proof of qualifications should accompany the CV.
- **Electronic applications may be e-mailed to admin@mosselbay.gov.za**
- For equity purposes please indicate your race, gender and disability status.
- Further details are obtainable from Ms C Wagenaar or Ms L de Vos at telephone number (044) – 6065000.
- If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.
- The Mossel Bay Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

**ADV MG GILLIOMEE
MUNICIPAL MANAGER**

MOSSELBAAI MUNISIPALITEIT

Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelykheids indiensneming nooi persone om aansoek te doen vir die ondergemelde.

REKENMEESTER (KREDITEURE)

AANSOEKERS WOONAGTIG IN DIE WES-KAAP SAL VOORKEUR GENIET)

VEREISTES

- ❖ B Graad of gelykstaande 3 jaar diploma in Finansiële Bestuur met 5 jaar toepaslike ondervinding in 'n finansiële omgewing
- ❖ Rekenaargeletterd (MS Office, verkieslik Promun) met spesifieke verwysing na 'n uitgawe stelsel
- ❖ Vaardig in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- ❖ Voltooiende Minimum Bevoegdheidsvlak Opleiding of bereidwilligheid om te registreer vir Minimum Bevoegdheidsvlak Opleiding

SLEUTEL PRESTASIE AREAS

- ❖ Bestuur, beheer en monitor krediteure en of verskaffer betalings.
- ❖ Opstel, bestuur, onderhou en beheer van die meesterlêer databasis
- ❖ Bestuur en beheer alle kapitaal bates geallokeer aan die afdeling.
- ❖ Bestuur al die aktiwiteite, personeel en stelsels in die krediteure afdeling.
- ❖ Verseker nakoming van finansiële beleide, Raadsbesluite, regulasies en wetgewing.

SALARISSKAAL: R279 050.64 – R362 205.84 per jaar (T12)

**SLUITINGSDATUM: 16 FEBRUARIE 2018
(Geen aansoeke sal na 13h00 aanvaar word nie)**

ALGEMEEN:

- Kortlys kandidate mag onderwerp word en van vereis word om 'n teoretiese en praktiese toets te ondergaan.
- ***Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod gemaak deur die Munisipaliteit en aanvaar is deur die aansoeker nie.***
- Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV wat as vertroulik beskou sal word, moet gerig word aan: Die Senior Bestuurder: Menslike Hulpbronne, Posbus 25, Mosselbaai, 6500. Hierdie voorwaardes is verpligtend en versuim om te voldoen sal outomaties lei tot diskwalifikasie van die aansoeker. Aansoekvorms is beskikbaar op die Munisipale webtuiste (www.mosselbay.gov.za) of elektronies beskikbaar by die kontakpersoon hieronder vermeld. Oorspronklike gesertifiseerde afskrifte van bewys van kwalifikasies moet die CV vergesel.
- **Aansoeke kan per epos gestuur word aan admin@mosselbay.gov.za.**
- Vir gelykheids doeleindes, dui asseblief u ras, geslag en gestremde status aan.
- Verdere besonderhede is verkrygbaar by Me C Wagenaar of Me L de Vos by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 40 dae na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek nie suksesvol was nie.
- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone.

**ADV. MG GILLIOMEE
MUNISIPALE BESTUURDER**

UMASIPALA WASEMOSSEL BHAYI
UMasipala waseMossel Bhayi,umqeshi ozibophelele kwingqesho elinganayo
umema abantu ukuba benze izicelo zesi sithuba sichazwe ngezantsi.

UMCWANGCISI-MALI (AMATYALA)

(ABENZI-ZICELO ABAHLALA ENTSHONA-KOLONI BAYA KUQWALASELWA KUQALA)

IIMFUNO/OKULINDELEKILEYO

- Imfundo yesiDanga okanye isiqu semfundo elingana naso kuLawulo lweziMali kunye namava eminyaka emi-5 kumsebenzi ofana nalo.
- Ulwazi ngeKhompyutha (MS Office,ngokukhethekileyo ibe yi Promum) nokubhekiselele kwinkqubo yezenkcitho
- Ulwazi lweelwimi ezimbini kwezintathu ezisesikweni eNtshona-Koloni.
- Ube Ulugqibile uQeqesho loMgangatho ofanelekileyo okanye ukuzimisela ekubeni ubhalisele uQeqesho loLwazi oluseMgangathweni.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuphatha,ukulawula kwanokuphonononga amatyala kunye neentlawulo zababoneleli beenkonzo.
- Ukuqulunqa,ukuphatha,ukugcina nokulawula iFayile enguNdoqo weenkukacha.
- Ukuphatha nokulawula zonke izinto eziyinkunzi ezinikezelwe kwicandelo.
- Ukulawula zonke iintshukumo,abasebenzi kunye neenkqubo kwicandelo lamatyala.
- Ukuqinisekisa ukuthotyelwa kwemigaqo-nkqubo yezemali,izigqibo zeBhunga,imigaqo kunye nemithetho.

UMLINGANISELO WOMVUZO: R279 050.64 – R362 205.84 ngonyaka(T12)

UMHLA WOKUVALA: 16 FEBRUWARI 2018
(Izicelo ezifunyenwe emva kwentsimbi ye13:00 aziyi kwamkelwa)

GABALALA:-

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane bayakuindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo. ***Nangona kungakho nalo naluphina ummelo,akukho sivumelwano sengqesho siya kusebenza phambi kokuba esi sinikezelo sibe samkelwe ngulowo sithe samkelwa isicelo sakhe.***
- Izicelo ezibhaliweyo kwifomu esesikweni nezikhatshwa yi-CV egqibeleleyo,neyakuthatyathwa njengeyimfihlo,kufuneka zingeniswe ku:The Senior Manager(Human Resources),P.O. Box 25,Mossel Bay,6500.Le miqathango isisinyanzelo kwaye ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.lifomu zezicelo ziyafumaneka kwi-website kamasipala(www.mosselbay.gov.za)okanye ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nomntu ochazwe apha ngezantsi.Izicelo ezingeniswa nge-imeyile aziyi kwamkelwa.
- Iikopi zeziqinisekiso zeziqumfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zikhaphe iCV yakho.
- Ngesizathu sengqesho ngokulinfgana nceda uphawule uhlanga,ubuni kunye nokhubazeko.
- Iingcombolo ezithe vetshe ungazifumana kuNkszn C Wagenaar okanye uNkszn L de Vos kule nombolo yomnxeba(044)606 5000.

- Ukuba isicelo sakho uwufumananga mepndulo ngazo zsithuba seentsuku ezingama-40,ungathabatha ukuba isicelo sakho asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele kwingqesho ngokulingana kwaneemfuno zoMthetho weNgqesho ngokulingana,Nombolo 55 ka 1998,kwabo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

GQWETHA MG GILIOMEE
UMPHATHI KAMASIPALA