



AGANANG LOCAL MUNICIPALITY

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ADVERTISEMENT OF VACANT POSTS

20 JUNE 2013

Department: Economic Development & Planning

**1. Senior Manager: Economic Development and Planning
(Four years performance based term contract) (Re-advertisement)**

Remuneration package: Negotiable.

Requirements: A recognized Degree in Planning & Development or Economics and a post graduate degree in the related field. Code 8 driver's license. Minimum of 5 years experience in the development planning in Local Government and at least three years at management level and extensive knowledge in Town Planning.

Skills & Knowledge: The ideal candidates should be able to show the following abilities: strategic leadership to lead complex development issues. Project management and be client orientated. Municipal administrative, procedure, international policy frame work such as NEPAD, Financial management reporting, strategic planning, projects/programme planning. Compilation of management report. Excellent communications skill. Good interpersonal relations. Knowledge of Local Government and legislation. Problem solving and report writing skills.

Key Performance Areas: Develop and review Economic Development and Planning Policies and procedures and ensure implementation thereof. Manage Local Economic Development, plan and manage implementation. Develop and review Municipal Spatial Plan, Monitor and evaluate implementation. Develop and review land-use strategy. Advise council on economic development issues. Advise the council on environmental issues and develop necessary strategy to ensure that environmental challenges are addressed

Department: Budget and Treasury

1. Senior Accountant Income: Permanent

Salary: R 226 774.56 per annum (Excluding Benefits)
Requirements: B Com in Accounting. Minimum of 2-3 years relevant experience. Valid code 8 driver's license

Competencies: Sound knowledge of Property Rate, MFMA, DORA and other pieces of legislations governing municipalities. Computer literacy (Excel & Word) is prerequisite.

Key Performance Areas: Review monthly revenue reconciliation. Monitoring of lease or rental contract relating to revenue. Review Income Cash Book on monthly basis. Ensuring that daily cash-up and bank municipal cash is performed. Manage debtors, queries and report accordingly. Prepare monthly report to management Ensure that management of debtors' invoices on the system and make necessary follow-ups is executed. Ensure implementation of tariff policy. Assist the CFO in preparing AFS.

2. Accountant Income: Permanent

Salary: R 162 707.16 per annum (Excluding Benefits)
Requirements: B Com in Accounting/National Diploma in Accounting.
Minimum of 1-2 years relevant experience. Sound knowledge of legislations governing municipalities. Computer literacy (Excel & Word) is prerequisite.

Key Performance Areas: Monitoring of lease or rental contract relating to revenue.
*Prepare Income Cash Book, reconciliation and monthly reports to management. *Perform daily cash-up and bank municipal cash. *Address debtors' queries and report accordingly. *Manage debtors' invoices on the system and make necessary follow-ups. *Ensure implementation of tariff policy.

1. Payroll Officer: Permanent

Salary R 162 707.16 per annum (Excluding Benefits)
Requirements: National Diploma in Accounting or equivalent qualification.
1-2 years payroll administration experience. Knowledge of Payroll system, Venus financial system will be added advantage

Key Performance Area

Capture and verify relevant transactions on the payroll system
Prepare and print payroll documentation for distribution to relevant stakeholders
Maintain employee payroll records, compiles payroll information including posting of wages, salaries and deductions and preparation of payslips
Manage human resource information relating to employee costs, administer the payroll and report monthly and quarterly in compliance legislative requirements.
Perform monthly employee costs reconciliations, interface the payroll system with the financial system on a monthly basis and produce a verification report.
Ensure that statutory deductions are paid to stakeholders timeously.

1. Registry Officer: Permanent

Salary: R 162 707.16 per annum (Excluding Benefits)
Requirements: National Diploma in Records Management, Public Administration, or equivalent qualification.
1-2 years registry experience. Knowledge of Promotion of Access to Information Act.

Key Performance Area

Liaise with National Archives for information disposal and /storage. Monitor the registration of faxes. Transfer all monies received by mail to finance. Ensure mail is sorted and recorded at all times. Attend to fax machine fault report. Maintain photocopier/printer. Make sure that distribution of mail is in the hand of relevant recipients. Ensure that received loose documents are sorted and recorded. Ensure that reference number is used accordingly.

Applicants should forward their application letter indicating the positions they are applying for, Comprehensive CV with all supporting documents certified not older than 3 months. (to The Acting Municipal Manager, Aganang Local Municipality, PO Box 990, Juno, 0748 or hand-deliver application at Aganang Municipal Offices (Gilead road & Cnr Knobel Road), Strictly at Registry Office. Faxed, emailed, Z83 and late applications will NOT be accepted. **Closing Date: 15 July 2013.** Enquiry: Snr HR Officer PI Manamela. Contact details: 015 295 1400.

Should you not hear from us within three months after the closing date accept that your application was unsuccessful.

Shortlisted candidates shall be subjected to vetting. Aganang Local Municipality reserves the right not to appoint the advertised posts. All shortlisted applicants shall be subjected to vetting. *Aganang Local Municipality is an equal opportunity affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply.*

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