

# GOVAN MBEKI LOCAL MUNICIPALITY



## VACANCY ADVERTISEMENT

To visit the Municipal Website  
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**Head Office:** Central Business Area, Horwood Street, Secunda, P/Bag X 1017, Secunda, 2302, Tel: 017 620-6000  
Please contact our website for further details: [www.govanmbeki.gov.za](http://www.govanmbeki.gov.za)

### PLEASE NOTE:

- **Interested applicants meeting the requirements should forward the following:**
  1. Fully completed official Application Form which is available at the Secunda Main Offices, All Regional Offices as well as the on the Municipal Website [www.govanmbeki.gov.za](http://www.govanmbeki.gov.za);
  2. Detailed CV, Certified Copies of Qualifications and Identity Document
  3. **Applications not submitted with the fully Completed Official Application Form will not be considered**
  4. **Applications with Foreign Qualifications must be attached with a SAQA verification document.**
- **All short-listed applicants will be required to produce their original qualifications/documents at the interviews. Failure to comply will result in disqualification.**
- Applications must be addressed to: The Manager Human Capital, Private Bag X1017, Secunda, 2302. Faxed or e-mailed applications will not be considered.
- Applications can be submitted at all Municipal Offices throughout the Govan Mbeki Municipal jurisdiction.
- Communication will only be between the recruitment section and shortlisted candidates. Applicants who have not been contacted within thirty (30) days of the closing date should consider their applications unsuccessful.
- The Govan Mbeki Municipality reserves the right not to make an appointment and to re-advertise positions.
- The submission of an application gives Govan Mbeki Municipality the right to perform reference checks from current and previous employers as well as academic institutions and SAQA
- The successful applicant must enter into a Performance Agreement with the Employer
- People with disabilities are encouraged to apply and an indication in this regard will be appreciated.

## INTERNAL / EXTERNAL RE-ADVERTISEMENT CLOSING DATE: WEDNESDAY, 17 JULY 2024 at 12:00

### DEPARTMENT FINANCE

**CLERK: PROJECTS AND CONTRACTS – 1 Position**  
**REF: 2024-2025/03**

### Requirements:

- Grade 12
- Relevant Diploma in Financial / Accounting will be an added advantage
- Two (2) years' experience in a Municipal Finance environment
- An Ability to work under pressure
- Ability to work independently and as part of a team
- Sound interpersonal and communication skills
- Computer Literacy
- Knowledge of MUSOFT and MSCOA will be an added advantage

**The successful applicant / candidate must possess competencies as published in Annexure A of the Local Government: Municipal Staff Regulations promulgated in Government Gazette 45181 of 20 September 2021**

### Key Performance Areas:

- Processing of invoices / Orders
- Preparing of journals
- Follow up on outstanding invoices / orders
- Ability to work independently and as part of a team
- Perform reconciliations
- Reconciliation of creditor statements – month end
- Assist in checking and verifying of all transfers, debit and credit notes, journals, vote numbers and allocations
- Ensuring compliance with Supply Chain Management Policy
- Identification and recover overdue accounts
- Assist in coordination of control procedures and sequences associated with indigent subsidies
- Assist in development and ensuring that the implantation of Credit Control Policy

**ANNUAL BASIC SALARY: R 244 620.00 per annum (Post level 9) plus normal company benefits and Non-Pensionable Allowance**

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