



## UMHLABUYALINGANA MUNICIPALITY

Postal: Private Bag X901, Kwa-Ngwanase, 3973

Tel: +27 35 592 0665 • +27 35 592 0680

Fax: + 27 35 567 0672

### **Budget Officer Level 14**

#### **Requirements:**

\*B. Degree/ ND in Financial Accounting or equivalent qualification \*2 Year's Budgeting or management accounting experience \*Computer Literacy (MS Office software application \*Valid Code B or EB driver's license. Understanding of Budgetary processes \*Knowledge of the MFMA and Treasury regulations.

#### **Responsibilities:**

\*Assist in preparation of Budget, monitor & control the budget, commitments, cash flows & expenditure  
\*Request viaments of budget when need arises \*Reconciliation of Grants, MIG reports, DORA reports \*Reports on all budget related issues \*Assist in compilation of Annual Financial Statements

### **Fire Fighter X 2 Level 10**

#### **Requirements:**

\*Grade 12 Certificate \*Driving License (Code C1) with professional driving permit category G plus Fire Fighting Course Level 1 & 2\* Hazmat Operations \* First Aid Level 1 \*Good Communication (IsiZulu and English) and Interpersonal Skills. \*Ability to work under pressure.

#### **Responsibilities:**

\*Combat & distinguish fires \*Attend to rescue calls \*Attend to emergency situations \*Do routine cleaning and maintenance after the accident \*

### **Technician in Training x 2 (One year Contract)**

**Salary: R5 546 .67 p.m.**

\*Assisting in managing of contractors \*Assisting in measurement for payments and certification of work done

\*Assisting in office work

#### **Requirements:**

\*Minimum S2 in civil Engineering and Built Environment

### **Financial Intern x 1**

**2 YEAR PROGRAMME**

**R 100 000.00 PA**

Applicants should be in possession of a recently obtained 3 year Financial Degree / Diploma and Accounting as a major.

A training programme is currently being developed which will expose the successful applicant to all facets of Financial Services, i.e. income expenditure and Management of accounts and some involvement with the financial responsibilities attached to these services.

Workplace experience is not required as full training and support will be provided. Applicants are required to submit their secondary and academic result. Successful candidates will report to the **Chief Financial Officer**.

Application letter accompanied by a comprehensive CV and certified copies of all qualifications should be addressed to the Municipal Manager, Umhlabuyalingana Local Municipality, Private Bag x 901, Kwa-Ngwanase, 3973. (No faxes will be accepted). Applicants not contacted by the Municipality within three weeks after the closing of the advertisement must consider their applications as unsuccessful. Late applications will not

*be considered. Closing date: 12 May 2016. Enquiries: Mr. T.S. Mkhabela @ (035) 592 0680 during office hours between 08h00-16h00*

*Mr. S.E. Bukhosini  
Municipal Manager*

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- MISSION : "Creating an enabling environment and sustainable development which promotes quality of life."
  - VISION : To be a people centered premier socio-economic development and environmentally friendly service delivery municipality.
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