

08/05/2023 (WEBSITE & NOTICE BOARDS)



## **uMgungundlovu District Municipality**

The uMgungundlovu District Municipality (UMDM), with its seat in Pietermaritzburg, invites suitably qualified candidates to fill the undermentioned positions.

**JOB TITLE** : DIVISIONAL MANAGER: EXPENDITURE MANAGEMENT (PERMANENT POSITION)  
**REFERENCE NUMBER** : HR158/2022/2023  
**SALARY** : T17 R59 381.54 p/m exclusive of benefits  
**POST IDENTITY NUMBER** : MCDC22FSE0001  
**POSITION REPORTS TO** : EXECUTIVE MANAGER: BUDGET & TREASURY

### **REQUIREMENTS**

- B Com degree with Financial Accounting or equivalent as a major subject.
- Computer literacy: MS Office
- 5-8 years or more relevant experience covering all aspects of the relevant Management of financial information or having gained specialist experience in a finance discipline.
- Registered Municipal Accountant, or registration with any other recognized professional body.

### **KNOWLEDGE, SKILLS & COMPETENCIES**

- Provides expert financial advice. Responsible for managing financial information according to prescribed norms and standards.
- Supervision and management of the team responsible for the financial information; and
- Extensive understanding and knowledge of the application of applicable local government legislation (i.e., GRAP, MSA, MFMA, and others as applicable).
- Supply Chain Management Policy, Act and Regulations

### **KEY PERFORMANCE AREAS**

- Identifying and defining the short to medium term objectives and priorities of the section encapsulating procurement, expenditure, and remuneration control functionalities
- Budget planning / forecasts and estimates annually
- Analyzing and aligning operating capacity and capabilities of the Section to deliver against specific key performance areas.
- Studying capital and operating trends for quarterly reporting in the service delivery and budget implementation plans.

- Evaluating and commenting on the strengths, weaknesses, opportunities, and threats arising out of operational activities and deliverables in detailed financial reports submitted for perusal to the CFO.
- Preparing and presenting reports detailing the status of expenditure and availability of funds for current and short-term interventions to sub committees and management committee (MANCO)
- Responding to issues raised by COGTA, Treasury, Parliament, and other relevant government departments (as and when it is necessary)
- Directing and controlling the Key Performance Indicators' and outcomes of personnel within the Expenditure Section
- Defining/adjusting the role boundaries, workflow process and job design against laid down service delivery requirements and statutory financial regulations referring to good and accountable financial management and governance.
- Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements.
- Participating in the recruitment and selection, approving minimum design and specifications for inclusion into job advertisements and evaluating applicants' suitability through analysis of selected I short-listed curriculum vitas and interviews.
- Conducting appraisals to measure performance against agreed objectives, counseling and consulting with personnel on developmental goals, career paths and short-term targets and standards.
- Analyzing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures and Codes of Good Practice encapsulated in Employment Legislation.
- Directing the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Expenditure Section's, structure, by.
- Assessing the adequacy of current transactional recording/ accounting procedures related to reconciliation's, posting, updating and adjustment of entries and presenting recommendations outlining approaches aimed at improving controls and processes.
- Monitoring the application of procurement policies with respect to matching the payment vouchers with relevant documentation provided by supply chain management section for payment processing.
- Interpreting and analyzing audit findings and investigational reports with a view to determining levels of interventions required to curb non-conformance and compliance with down procedures.
- Providing guidance to specific Departments on the procedural requirements pertaining to accessing, utilizing and administration of external funding (grants) and internal funding for basic capital projects.
- Drafting and updating of procedure manual
- Drafting and updating of expenditure related policies
- Managing applications and sequences associated with recording, authorization, and execution of expenditure transactions, by.
- Scrutinizing supporting documentation and goods receipting sequences against transactional recordings and seeking investigational reports from expenditure processing functions on anomalies to accounts and payment due / made.

- Analyzing accounting records and entries of transactional sequence (salary, allowances, etc.) and approving the processing of adjustments through journal entries, reconciliation and posting to general ledger creditor accounts.
- Monitoring transactional sequence associated with expenditure for capital and ad-hoc projects / programs and approving transactional financial reports on projects prior to release for Management perusal and comment.
- Controlling the updating and recording sequence of transactions in the suspense account of the main ledger.
- Accounting for VAT by ensuring that the recurrent and capital expenditure are correctly set up on the computerized accounting system to account for capital and operating VAT, apportionment VAT and exempt VAT, and completing and submitting VAT returns from the ledger control account.
- Preparing reports and schedules of accounts, sourcing, and collating information from audited projects financial records to support application for grant funding and / resolution of claims lodged with provincial / national government structures.
- Coordinating and guiding specific guidelines and financial reporting sequence associated with audit and legal compliance exercises, checking, and verifying information/ records submitted satisfies the scope of requirements.
- Managing and controls specific accounting procedures associated with asset acquisition and disposal and insurance, by drafting insurance tender documents and adverts for publishing in the newspapers.
- Updating the insurance database, liaising with approved insurance service providers, and coordinating insurance payments.
- Preparation and submission of insurance claims where there's loss, / damage to municipal property.
- Liaising with Revenue section for them to account to deemed output tax on insurance payouts, should there be a claim on assets.
- Reviewing and authorization of monthly payroll for the Municipal staff and councilors, by.
- Ensuring that amounts paid to staff members are in line with their letters of appointments or where there are salary increases, they are in line with the collective agreement signed at the bargaining council.
- Ensuring that travel claims are approved by the respective Head of Department and that rates used are in line with AA rates.
- Ensuring salary deductions have necessary supporting documentation.
- Ensuring tax calculations are in line with the SARS approved tax tables.
- Ensuring standby allowances and overtime are correctly calculated and in line with the collective agreement and legal threshold as per the Department of labor.
- Ensuring that monthly pension and provident fund returns are correctly done and that they are submitted to the pension fund within the legislated period.
- Ensuring that medical aid contributions are correctly calculated and limited to approved limits as per the collective agreement.
- Reviewing and approving third party payments, viz. deductions made from the payroll (FNB loans, SMART housing loans, pension fund, provident fund, garnishees, medical aid contributions, PAYE, SOL, UIF)

- Reviewing monthly creditors' reconciliations & leave pay provision and other provisions for year-end procedures.
- Reviewing and approval of monthly bank reconciliations for the main account, salaries account, public sector account, DBSA loans account, Mandela day marathon account, WSA projects account, NSTD call account.
- Reviewing and approving IRP5s
- Preparing budget schedules for salaries and other expenditure related items for submission to the budget office

**JOB TITLE** : **FINANCIAL ACCOUNTANT (ASSETS) (PERMANENT POSITION)**  
**REFERENCE NUMBER** : **HR159/2022/2023**  
**SALARY** : **T12 R29 851.47 p/m exclusive of benefits**  
**POST IDENTITY NUMBER** : **MCDC22FSB002**  
**POSITION REPORTS TO** : **DIVISIONAL MANAGER BUDGET AND REPORTING**

#### **REQUIREMENTS**

- National Diploma/BCom Degree in Asset Management/Finance/Accounting or equivalent .
- Computer literacy and Accounting Knowledge
- 3-5 years' experience in Municipal Finance and Asset Management

#### **KNOWLEDGE, SKILLS & COMPETENCIES**

- Manage the Asset Function under the direct supervision of the Manager: Budget and Reporting - may be required to manage more junior staff.
- Sound knowledge and understanding of the Municipal Finance Management Act.
- Sound knowledge and understanding of the Municipal Regulations on Standard Chart of Accounts and Generally Recognized Accounting Practice.
- Research & implement the Asset Management Strategy and Action Plans based upon the chosen Service Delivery Options.
- Develop and maintain segmentation plans for Asset Classes.
- Account for acquisitions, replacements, depreciation, revaluations, impairments as well as disposals in terms of the Municipality's Asset Management Policy.
- Manage the administration of all Council owned assets and implement approved asset management planning systems information and tools in support of municipal mandate.
- Implement expert solutions and services that align with municipality's business strategy, vision, and mission.
- Implement Municipal Asset Management Plan and ensure that it is optimally and efficiently utilized.
- Maintain the strategic and annual Asset Management Plans aligned with Municipality's budget;
- Execute the asset acquisition management, operational and disposal plans; and
- Plan and execute asset verifications in line with the Municipality's Asset Policy.

#### **KEY PERFORMANCE AREAS**

- Controlling the systems put in place to manage the Municipal Assets
- Ensuring that all assets that belong to the Municipality are fully accounted for and are easily identifiable to limit losses.

- Ensuring that the assets that are reflected on the fixed assets register are functional and safeguarded.
- Assisting management with ongoing review of assets useful lives and condition.
- Assessing the working condition of assets and reporting on possible impairments / write-offs.
- Facilitating implementation of internal controls to manage the movement of assets.
- Approval of assets removal form, prepared by the assistant financial accountant in instances where assets are to be moved around.
- Ensuring that assets are fairly valued.
- Ensuring that the depreciation is accurately computed and transacted according to each asset classification.
- Making recommendations to the Divisional Head for assets disposals.
- Preparing monthly reconciliations of fixed assets to be approved by Divisional Head.
- Working closely with Supply Chain Management unit to facilitate tagging of operational assets as they are received and to secure the locality of the asset.
- Supervising the quarterly assets verification of operational assets exercise to be conducted for the Municipality.

**JOB TITLE** : **CONTRACT, RISK & PERFORMANCE MANAGEMENT OFFICER  
(PERMANENT POSITION)**

**REFERENCE NUMBER** : **HR160/2022/2023**

**SALARY RANGE** : **T10 R21 418.16 p/m exclusive of benefits**

**POST ID. NUMBER** : **MCDC22FS003**

**POSITION REPORT TO** : **DIVISIONAL MANAGER: SUPPLY CHAIN MANAGEMENT**

#### **SKILLS AND REQUIREMENTS**

- A relevant 3-year Tertiary qualification, preferably in SCM / Logistics / Procurement
- Computer literacy: MS Office
- 3 years' relevant experience

#### **KNOWLEDGE, SKILLS & COMPETENCIES**

- Conducting work according to prescribed norms and standards under the general direction of an experienced Senior Practitioner.
- Good understanding of demand planning, procurement processes, tender processes, logistics and supplier management.
- Applicable local government legislation (e.g. MSA, MFMA, PPPFA, etc. and as amended) and relevant National Treasury and other relevant national / provincial government regulations; and
- SCM policy and supporting guidelines.

#### **KEY PERFORMANCE AREAS**

- Ensuring effective Planning pertaining to the division by implement the annual plan for own area of responsibility which will support the achievement of the overall divisional strategy.
- Assisting the SCM Manager in the development of the Contract, Performance and Risk Management policies and procedures.
- Developing standards for contracts, including presentation of budget, payment terms, general language and provisions.
- Ensuring effective operational management of the Contract, Performance and Risk Management component by recording expenditure on capital and current contracts:

- Conducting contract strategy meetings to identify issues and client requirements, facilitate pricing discussions, and obtain line management input on timelines and deliverables.
- Ensuring that expenditure on contracts do not exceed the contract price without proper authority.
- Analyzing any request for price adjustment and make necessary recommendation to the SCM Manager by ensuring that contracts and proposals are properly entered into the Municipal database and are securely maintained.
- Maintaining database of existing and expired contracts
- Coordinating the drafting and signing of SLA to ensure that SLAs are drafted at the advert stage.
  - SLAs are verified by Legal Services division.
  - Successful bidders are briefed on the contents of the contract.
  - SLAs are signed within the given days of award.
  - End users receive copy of SLA and relevant documents.
  - Recording performance of suppliers to ensure that end users report on performance of suppliers and consolidate the information acquired.
  - Non performing suppliers are penalized, or corrective measures are taken in line with the SLA
  - Any breach of service delivery period or non-compliance around terms and conditions are communicated to the service provider in writing
- Responsible for the management, analysis and tracking of the performance for all supplier contracts, including spend analysis, supplier performance, compliance to terms and managing supplier relationships
- Ensuring effective budget Management
- Ensuring that all activities are undertaken within the constraints of the budgets and that significant deviations from that budget are timeously reported so that corrective action can be taken and that all expenditure are within the Councils financial regulations, Council's Procurement Policy and Councils Annual budget.
- Ensuring effective and efficient Monitoring and Evaluation by constantly supporting and assisting with the legal aspects of contracts and agreements with respect to non-delivery/ non-performance of suppliers, contractors, and service providers.
- Conducting regular assessments of the risks that may arise around the SCM and identify controls needed to manage those risks.
- Continuously reviewing the contract, performance and risk management policies and procedures to meet the changing needs of the Supply Chain Management component.
- Monitoring and evaluation of the performance of suppliers with a view of maintaining operational efficiency. Also develop mechanisms to monitor and improve the performance of suppliers.
- Monitoring and evaluation of internal and external factors that may impact the section either negatively or positively and take corrective action where necessary in a timeous manner.

**JOB TITLE** : ASSET CONTROLLER (PERMANENT POSITION)  
**REFERENCE NUMBER** : HR161/2022/2023  
**SALARY** : T9 R19 023.16 p/m exclusive of benefits  
**POST IDENTITY NUMBER** : MCD22FSB003  
**POSITION REPORTS TO** : FINANCIAL ACCOUNTANT (ASSETS)

#### **REQUIREMENTS**

- National Diploma in Asset Management or equivalent
- 2-3 years relevant experience
- Basic Computer and working knowledge of accounting.

## **KNOWLEDGE, SKILLS & COMPETENCIES**

- Under direct supervision of the Financial Accountant: Assets who oversees the Asset Management Operations
- Implement the Asset Management Operations in line with the Asset Management Strategy
- Action Operational and Maintenance requirement in terms of the Municipality's Policies
- Operational Management of identified Council owned Property Portfolio Assets and implement approved property asset management planning systems and tools in support of Property.
- Department mandate for identified assets.
- Implement operational solutions and services that in line with the Property Department's business plan.
- Operational Implementation of Property Department's Asset Management Plan for identified assets; and
- Operational maintenance of Annual Asset Management Plans.

## **KEY PERFORMANCE AREAS**

- Controlling the systems put in place to safeguard the Municipal Assets
- Making sure all assets that belong to the Municipality are fully accounted for and are easily identifiable.
- Facilitating implementation of internal controls to manage the movement of assets.
- Ensuring that an asset removal form is completed when asset is moved.
- Ensuring the form is authorized and stamped by the Financial Controller prior to the movement of assets.
- Updating assets register, considering the movement of assets as approved by the Financial Controller
- Ensuring the assets are fair valued.
- Ensuring the depreciation is taken into account on monthly basis and is correct according to the approved Fixed Assets Policy for each asset classification at the end of the year.
- Ensuring the fixed assets register is fair valued.
- Ensuring the assets that appear on the fixed assets register are functional and economic, reporting on impaired assets.
- Capturing journals prepared by the Assets/Liabilities Officer
- Compiling, maintaining and up keeping of a GRAP compliant Fixed Assets Register
- Ensuring that the new assets are incorporated into the Fixed Assets Register
- Working closely with the Supply Chain Management unit to facilitate tagging of operational assets as they are received and to secure the locality of the assets
- Working closely with the Technical Services to update the work in progress assets according to the completion stages

**JOB TITLE** : ADMINISTRATOR: BUDGET (PERMANENT POSITION)  
**REFERENCE NUMBER** : HR162/2022/2023  
**SALARY RANGE** : T9 R19 023.16 p/m exclusive of benefits  
**POST IDENTITY NUMBER** : MCD22FSB008  
**POSITION REPORT TO** : MANAGEMENT ACCOUNTANT

#### **REQUIREMENTS**

- National Diploma or B Com with financial accounting as a major subject.
- Computer literacy: MS Office
- 2-3 years relevant experience

#### **KNOWLEDGE, SKILLS AND COMPETENCIES**

- Conducts work of a financial nature according to prescribed norms and standards under the general direction of an experienced accountant; and
- Basic working knowledge of applicable local government legislation (e.g., MSA, MFMA, and others as applicable).

#### **KEY PERFORMANCE AREAS**

- Working with the Budget Accountant in receiving information from relevant stakeholders for preparation of the budget
- Receiving of information from National and Provincial Treasuries, Local Municipalities, and internal staff members for consideration for the budget compilation
- Assist in facilitating controls to control expenditure and correct expenditure allocations.
- Ensuring that expending within the vote line item/ account numbers per department occurs only where funds are available.
- Ensuring that expenditure is allocated correctly according to the Municipal Standard Chart of Accounts as recommended by the National Treasury
- Preparing journals for approval
- Allocating the correct vote items/account numbers involved for the transaction.
- Assisting the user departments in identifying budget savings for budget reallocations and referring to the Budget Accountant for review.
- Holding of initial meetings with the user departments to identify savings to be reallocated.
- Constant budget maintenance
- Assisting the Budget Accountant when preparing the budget variance report
- Comparing the approved budget and the actual expenditure considering commitments of the funds and moving of misallocations.
- Capturing on the General ledger grants received from National and Provincial Treasuries and other relevant sponsoring departments.
- Receiving of information from the Bank Statements.
- Ensuring that all grants received are recorded on the Grant register and are accounted for as a liability and allocated a vote line item on the general ledger.


Application forms are obtainable from the offices of uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg 3201 or UMDM Website ([www.umdm.gov.za](http://www.umdm.gov.za)), by clicking the "about us, vacancies and following the link" Interested candidates should forward their application forms, together with comprehensive CV's and certified copies of their qualifications, to the attention of Divisional Manager: Human Resources, uMgungundlovu District Municipality, PO Box 3235, Pietermaritzburg, 3200 or hand deliver at 242 Langalibalele Street, Pietermaritzburg, 3201, by no later than **Friday, 26 May 2023 at 16h00 pm sharp.**




Late applications and applications by fax will not be considered. Enquiries should be directed to the HR: Officer (Recruitment) on 033 897 6752/6935. **Should you not have had any response from the Municipality within three months (3) after the closing date, kindly consider your applications as unsuccessful.**

The Council subscribes to an Affirmative Action Policy, which is non-discriminatory and based on merit. **Canvassing of Councilors and Official will lead to candidates being disqualified and the Municipality reserves the right not to make an appointment.**

**Please note that shortlisted candidates will be subjected to criminal vetting and their qualifications will be verified by SAQA (South African Qualification Authority)**

*Umgungundlovu District Municipality is an equal opportunity and Affirmative Action employer. We are committed to achieving diversity, equality, and the maintenance of representation in terms of race, gender, and disability.* 



**Dr. EX MUTHWA**  
**MUNICIPAL MANAGER (ACTING)**