

INXUBA YETHEMBA MUNICIPALITY



EXTERNAL ADVERTISEMENT

Inxuba Yethemba Municipality is a Category B Municipality in the Chris Hani District covering the towns of Cradock and Middelburg (EC). Inxuba Yethemba Municipality is an equal opportunity employer and subscribes to the principles of employment equity as espoused in the relevant legislation.

NOTICE: 43/2024

POST : **Examiner Drivers Licence X1 (Grade B- Middelburg Unit)**
TASK GRADE : **T10**
SALARY SCALE : **R258 480.00 – R335 484.00 p.a**

REQUIREMENTS

- Grade 12 ●Traffic Diploma and Examiner of Drivers Licence Diploma ●Registered as an Examiner of Drivers Licence and Traffic Officer ●Have a sound knowledge of the National road Traffic Act ●In possession of a Code EC & A Drivers licence (manual transmission)
- Trained and be fully conversant with the procedures as contained in the latest procedure manuals for E-Natis operators ●Three (3) years relevant experience ●Must not be out of service or testing longer than 12 months ●Bilingual ●No criminal record- Police Clearance Certificate (SAPS365) must be attached ●Examiner of Motor Vehicle Diploma will be an added advantage ●Grade A Examiner will be an added advantage.

RESPONSIBILITIES (BUT NOT LIMITED TO):

- Examination of applications to obtain drivers or learners licence ●Conduct eye test as prescribed by the NRTA ●To do renewals of drivers licences and the issuing therefore as prescribed in the requirements of the NRTA and K53 manuals ●Handled all relevant administration regarding DLTC ●Assist with General Law enforcement, Road Block and Operation of the section ●Approve and authorise professional driving permits (PRDP)
- Understanding to render services or serve at the Middelburg Traffic division

NOTICE: 45/20244

POST : **MANAGER BUDGET AND REPORTING**
TASK GRADE : **TG 16**
SALARY SCALE : **R592 576.00 – R769 176.00 p.a**

REQUIREMENTS

- Grade 12 ●ND/ Bachelor Degree in Accounting or any financial related qualification ●4 years relevant experience ●Having a certificate in Municipal Finance management will be an added advantage ●Knowledge of MSCOA will be an added advantage

RESPONSIBILITIES (BUT NOT LIMITED TO:)

- Managing the administering of budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures ●Implementing accounting policies, systems and procedures to ensure sound financial practices ●Responsible for legislated return forms in terms of the budgetary function and assisting with statutory reporting ●Implementing effective budget control management to ensure no overspending that may qualify as unauthorized expenditure ● Executing all budgeting compliance issues in terms of the compliance register, budget control and accounting procedures ● Identifying, flagging, and analysing potential financial and budgetary risks

- Attending to SDBIP monitoring, capturing information to assist in the operating and capital budgeting processes, adjustment budgets, performance assessments and management advise
- Keeping abreast of current developments, legislative changes and emerging trends in the profession

For general enquiries contact Human Resource Office Ms. T Mgweba; tmgweba@iym.gov.za on telephone no: 048 8015024/25/5116. Application in the relevant Municipal Form obtainable from the Municipal website (www.iym.gov.za). Accompanied by a detailed CV and certified copies of qualifications marked **APPLICATION**: must be directed to: **The Municipal Manager, Inxuba Yethemba Municipality, PO Box 24, Cradock 5880,** Completed applications together with a detailed CV and Certified copies of the relevant documentation must be handed in to the **Cradock Municipal Registry Office** to Ms. Z Nana or Ms. E Fillis **Middelburg Municipal Office.**

CLOSING DATE: 29 MARCH 2024



MR M.W. MBEBE
MUNICIPAL MANAGER