

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. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

NOTICE: 215 /2024

POSTITION : **MANAGER BUDGET AND REPORTING**
TASK GRADE : **TG 16**
SALARY SCALE : **R592 596 – R769 176**
CLOSING DATE : **20 SEPTEMBER 2024**

REQUIREMENTS: Grade 12 •N/D Bachelor Degree in Accounting or any financial related qualification
•4Years' 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 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.

NOTICE: 216 /2024

DEPARTMENT : **IPED**
POSITION : **MANAGER LED**
TASK GRADE : **TG 16**
SALARY SCALE : **R592 596- R769 176**

REQUIREMENTS: •A recognized Bachelor's Degree in Business Administration •National Diploma in Small Business Development •Four (4) years relevant experience and 2 years' experience in middle management, abroad understanding of SMME's , cooperatives, agricultural development and tourism development •Understanding of municipal environment will be an added advantage •Ability to work under pressure and meeting deadlines is essential •Valid driver's licence.

RESPONSIBILITIES: •Planning, Policy development and Implementation- Develop and review economic development strategies and plans for the municipality. Provides inputs into the IDP regarding Led by attending IDP clusters and community meetings. •Economic Planning- Providing guidance and recommending improvements to strategies and policies, as appropriate •Manage enterprise developments- Aligning co-operative development with local eradication plans, IDPs and other developmental interventions •SMME Development- Identify and assess minor contract opportunities within the municipality for the development and support of emerging enterprises •Manages and develop tourism programmes to responsibly promote and bolster tourism, adding to the economic footprint and contribution of the region

•Develops, manages and provides strategic direction for agriculture development by promoting competitiveness and profitability of agricultural enterprises through, among others, public- private-community partnerships and market linkages. Ensures that relationships are created with that relationships are created with commercial agricultural groups, communal farmers and agricultural business.

NOTICE: 217 /2024

POSTITION : **FLEET MANAGEMENT OFFICER**
TASK GRADE : **T11**
SALARY SCALE : **R305 100 – R396 012**

REQUIREMENTS: Grade 12 • National Diploma in Transport & Logistic Management or any other relevant qualification •3 Years' experience in Fleet Management •Computer literacy valid Driver's Licence.

KEY PERFORMANCE AREAS: To coordinate motor vehicle fleet operations• Coordinate vehicle maintenance schedules •Liaise with relevant licensing authority's • implementing and Controlling systems to optimise the usage and utilization of Fleet Conduct inspections of Municipal Fleet •Monitoring the misuse and abuse of the Municipal vehicles •Maintaining of assets register, accurate records and fleet statistics. •Monitoring legislation for changes and amendments to the National Road Traffic Act •Coordinating and Managing the allocation of vehicles •monitoring the process of Municipal fleet disposal •Perform any other duties that may be delegated.

•For general enquiries contact Ms. S Zangwa; szangwa@iym.gov.za on telephone no: 048 801 5024/5116.

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests. Application forms are available on the Inxuba Yethemba website (www.iym.gov.za) A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be posted **Inxuba Yethemba Municipality, PO Box 24, Cradock 5880** or hand delivered to the **Cradock Municipal Registry Office**.

Please take note: •**ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted •**No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification •If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful. •**Inxuba Yethemba Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**



MR MW MBEBE
MUNICIPAL MANAGER