

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: 13/2025

Candidates from the designated groups, including those with disabilities, are encouraged to apply for the following positions:

POSITION : Accountant: Logistics and Contract Management
TASK GRADE : T11
SALARY SCALE : R318 840.00 – R413 844.00 per annum

REQUIREMENTS: Grade 12 • Bachelor's Degree/ National Diploma in Accounting • 3 Year's relevant experience in Supply Chain Management • Computer Literacy • Valid Driver's License.

KEY PERFORMANCE AREAS (BUT NOT LIMITED TO)

• Assist the Bid specification Committee with terms and conditions of contracts • Prepare appointment letters and Services level agreement • Update contract register on a monthly basis • Monitoring of contracts performance • Prepare monthly project reports • Administration of Contract life cycle • Assessing the adequacy of current related to posting, updating and presenting recommendations aimed at improving controls.

NOTICE: 14/2025

POSITION : Accountant: Assets
TASK GRADE : T11
SALARY SCALE : R318 840.00 – R413 844.00 per annum

REQUIREMENTS: • Grade 12 • National Diploma or equivalent with Financial Accounting / Auditing as a major • Minimum of 3 Years Relevant experience in Asset Management and Fleet Management within the municipal environment or Contracted by the Municipality • Certificate in Municipal Finance Management or CPMD will be added advantage • Completed articles will be added advantage • Valid driving licence Code 8/EB.

COMPETENCIES: • Must have computer skills preferably in Excel, report writing skills as well as analytic and communication skills • Must have knowledge and interpretation of the MFMA and GRAP standards on asset management • Good knowledge of asset management, fleet management and accounting principles • Ability to work under pressure and meet tight deadlines

KEY PERFORMANCE AREAS (BUT NOT LIMITED TO)

• Updating and maintaining the (movable and immovable) Asset Register in the Asset Management System and account for depreciation as per GRAP requirement and different expected useful lives of assets • Assisting in performing asset verification in line with municipal policy and procedure • Preparing a schedule of procedure assets for insurance purposes and file all confirmations of insurance • Ensuring that all assets are bar coded and are allocated according to custodians and recorded as such in the Asset Management System • Reconciling the Fixed Asset Register to the General Ledger and analysing figures for each asset and category in the Financial Accounting System back to the Asset Management System on a monthly and quarterly basis • Reviewing and compiling a report of assets to be disposed after Physical Verification of all assets • Handle Municipal insurance claims and make sure that all pay outs are paid to the correctly • Utilisation of caseware assisting on Annual Financial Statements preparations as a key personnel. • Any other duties as reasonably delegated by Management and outlined in the Job description • Coordinate motor vehicle fleet operations including trackers • 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.

NOTICE: 15/2025

POSITION : FMG Intern X 3
TSALARY SCALE : R100 000.00 per annum
Duration : 2 (Two) Year fixed term contract

REQUIREMENTS: Grade 12 • Bachelor's Degree/ National Diploma in Financial Management (Economics, Accounting of Finance) • Ethics either Risk Management and or Auditing. • Applicants in Inxuba Yethemba Jurisdiction will be given preference. • Between age of 18-35 years of age • No experience required.

KEY PERFORMANCE AREAS (BUT NOT LIMITED TO)

•Implementation of GRAP and Budget reforms • Financial and Performance Reporting •Change, Risk and Project Management • Expenditure and Revenue Management • Supply Chain Management • Asset Management • Implementation of MFMA

NOTICE: 16/2025

POSITION : Examiner of Driver's Licence X1 (Grade B Middleburg Unit)
TASK GRADE : T10
SALARY SCALE : R270 120.00 –R350 592.00 per annum

REQUIREMENTS: • Grade 12 • Traffic Diploma and Examiner of Driver's Licence Diploma •Registered as an Examiner of Driver's Licence and Traffic Officer • Have a sound knowledge of National Road Traffic Act •In possession of a Code EC & A Driver's licence (manual transmission) •Trained to be fully conversant with procedures as contained in the latest procedure manuals for eNatis operators •Three (03) 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 Moto Vehicle Diploma will be an added advantage • Grade A Examiner will be an added advantage.

KEY PERFORMANCE AREAS (BUT NOT LIMITED TO)

•Examination of applications to obtain driver's or leaners licence •Conduct eye test as proscribed by the NRTA •To do renewal of drivers licence and the issuing thereof as proscribed 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 Middleburg division.

NOTICE: 22/2025

POSITION : Junior Fire Fighter
TASK GRADE : T06
SALARY SCALE : R156 588 – R203 244 per annum

REQUIREMENTS: Grade 12 • Fire fighting certificate •Hazmat Awareness and First Aid Level 3 Certificate •Have at least 1 year experience in Fire Fighting Services •Valid Driving License

KEY PERFORMANCE AREAS (BUT NOT LIMITED TO)

•Perform operational duties of fire fighting and rescue services. •Participate and conduct fire prevention inspections and programmes. •Responding to fire fighting rescue and other emergencies. •Execute orders at incidents in accordance with safety procedures. •Report hazardous situations during operational activities •Assist with cleaning up at the accident/ incident scene. •Testing, maintenance and cleaning all emergency vehicles and the workstation area on a daily basis. •Manning the Control Room when required and perform basic administrative duties. •Assist with queries and inquiries from public and complete call slips.

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

Candidates must be willing to be subjected to an interview and competency assessment where necessary 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 forwarded to **Inxuba Yethemba Municipality, No1 J.A Calata Street, Cradock** or **hand delivered to the Cradock Municipal Office Registry Office (Cradock).**

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.** Applications not accompanied by the required documentation will not be considered.

The municipality is an equal opportunity employer and respects the conditions of Employment Equity Act.

CLOSING DATE: 24 February 2025



MR M. W. MBEBE
MUNICIPAL MANAGER