



Physical Address: No. 01 Seller Street | Nqanqarhu | 5480

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07 September 2022

ELUNDINI LOCAL MUNICIPALITY
INTERNAL ADVERTISEMENT

The Elundini Local Municipality a category B Municipality, incorporating Nqanqarhu, Ugie, Tlokoeng and parts of Tsolo and Qumbu with its seats in Nqanqarhu, invites applications from experienced, qualified and committed individuals to the following positions:

BUDGET AND TREASURY OFFICE

1. CLERK: DEBT COLLECTION (TASK GRADE 06) NQANQARHU OFFICE
ANNUAL BASIC SALARY R153 337.68 – R199 051.56

MINIMUM REQUIREMENTS: • Grade 12 • Minimum of One (1) year certificate in Accounting/Auditing/ equivalent • Computer Literacy-Office Applications • One (1) year relevant experience in finance environment.

KEY PERFORMANCE AREAS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

• **TRANSACTIONAL INFORMATION PROCESSING • DEBTOR ACCOUNTS:** • Monitoring of customer accounts and phoning those who are in 60 days arrears and above as a way of recovery of outstanding accounts. • Generating of letters of demand from the financial system and forwarding to the immediate superior for further processing • Reporting to the immediate superior on adherence of customer (s) to their payment arrangement.

• **ADMINISTRATION SUPPORT FUNCTIONS • INFORMATION & DOCUMENTS RECORDKEEPING:** • Collating debtor information and submitting to the immediate superior for the initiation of legal proceedings. • Preparing cut – off lists for submission to the immediate superior. • Arranging and documenting payment arrangements as agreed to with the customer (s) and submit to the immediate superior. • Updating files with current and relevant information pertaining to the administrative activities.

If you are aware of any instances of fraud or corruption in the municipality, report anonymously to:
Freecall: 0800 117844 | SMS 32840 | Email: elundini@tip-offs.com | Freepost: KZN138 Umhlanga Rocks 4320
All correspondence must be addressed to the Municipal Manager

**2. MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME
FINANCE INTERN X 2 (NQANQARHU OFFICE)
THREE (3) YEAR FIXED TERM CONTRACT
ALL –INCLUSIVE REMUNERATION PACKAGE R 80 000 P.A.**

MINIMUM REQUIREMENTS: •Grade 12 • National Diploma or Three- year Bachelor's Degree with majors in Accounting, Finance, Risk Management and/or Auditing • The candidate must be between the ages of 21 and 35.

INTERNSHIP OVERVIEW: •The Municipal Finance Management Internship Program (MFMIP) is a professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act No 56 of 2003 and the underlying reforms

• The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training •It ends with a qualification in Municipal Finance Management in line with the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007.

3. HANDYMAN (TASK GRADE 06) NQANQARHU OFFICE

ANNUAL BASIC SALARY R 153 337.68 – R199 051.56

MINIMUM REQUIREMENTS: • An acceptable level of Secondary Education • Appropriate short Courses in Building Maintenance • Valid Driving License Code EB • 6-12 Months Relevant Experience.

BUILDING MAINTENANCE• REPAIRS AND RENOVATIONS: Repairs defects and / or renovates interior/exterior building surfaces and surroundings by; Interacting and Comprehending repair requirements detailed on approved works orders for building maintenance. •Arriving at worksite and attending to specific preparatory requirements, communicating with support personnel on specific sequences / applications with respect to removal of defective fittings, paint, sealing of cracks, etc. and/ or tools/materials to be used. • Executing specific applications to concrete surface (plaster, paint) and / or cutting to size and replacing damaged fixtures (facia boards, door and window frame, etc.) using hand held tools.

• **GENERAL FUNCTIONS:** • **INFORMATION RECORDING:** • Completes internal transactional documentation (e.g. time sheets, quotations, job cards, etc) and related forms, by; •Inserting the relevant information (quantitative/ qualitative) and/ or details. •Referring to work schedules and

registers to correct deviations in entries raised during processing. • Forwarding to the relevant personnel for processing.

This is to clarify the following issues regarding the internal advertisement;

1. Internal candidates to attach proof of address and a sworn affidavit that they are born and bred at Elundini Municipality and those who are on EPWP, Internship and Experiential Learners must attach their contracts of employment.
2. Any internal candidate who gets appointed into any of the positions will be remunerated in terms of the advertisement and shall not move with his/her salary into the new position.
3. To be eligible to apply an employee must have completed at least 12 months period in the current position.

VALUE STATEMENT

“The Elundini Municipality subscribes to high morals and principles to promote and maintain integrity of the Municipality”.

EMPLOYMENT EQUITY STATEMENT:

Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons. Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found. The Council nevertheless appreciates the interest shown by applicants.

Applications should be addressed to:

Director Corporate Services

Elundini Local Municipality

P.O. Box 1

Nqanqarhu

5480

Faxed applications will not be accepted.



NB: For enquiries you can contact the Recruitment and Selection Officer: Ms. Linda Sam at (045) 932 8192/8118 during office hours.

Tel. No: (045) 932 8100

Closing Date: 13 SEPTEMBER 2022 @16H00