

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

Theewaterskloof Municipality currently awaits suitably qualified persons for appointment in the under mentioned vacancy.

CHIEF CLERK: BUDGET OFFICE – CALEDON

Salary: Post level T8: Between R202 848.00 p.a. and R263 292.00 p.a.

Requirements: The most eligible candidate must be in possession of a Senior Certificate with accounting skills together with 2 – 5 years' relevant experience. Must be computer literate (Excel /Outlook/ MS Word). Good interpersonal skills. Effective communication skills in at least two (2) of the three (3) official languages in the Western Cape, namely English, Afrikaans and Xhosa.

Responsibilities: Assist with the preparation and compilation of the annual municipal budget and monthly report * assist with the formulation of the medium term revenue and expenditure framework * compile grants summary both income and expenditure * compile high level external loans and investment reports * do back to basics report * verify the accuracy of the housing grant reconciliation * compile monthly journals to be processed in accordance with GRAP * Compile and submit Financial and Employee statistical returns * capture projects on mSCOA * identify changes made to the DORA and incorporate in the budget * capture financial data * handle budget related enquiries * other duties as requested from time to time.

Enquiries: Ms. J Smith: Manager Budget

Tel: 028 – 2143300

If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.



Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act namely black people, women and people with disabilities.

B Ngubo, Acting Municipal Manager, P O Box 24, 6 Plein Street, Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13th cheque, a housing-/ rental subsidy and settling of furniture removal cost under certain conditions.

Applicants must complete the prescribed application form along with a detailed CV with originally certified copies of qualifications, ID document, as well as a testimonial in order to be considered for the position. Application forms must be forwarded to the Manager: Human Resources, Theewaterskloof Municipality, P O Box 24 Caledon 7230.

Please note: No e-mailed, scanned or faxed applications will be accepted, and shortlisted candidates will be required to produce original copies of academic qualifications on the day of the interview. Only original applications forms will be accepted.

Canvassing will disqualify any candidate from being considered for appointment.

APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.

Closing date: 25 November 2022 at 12:00 pm. (no applications will be accepted or considered after the closing date)