



THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

**LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI**

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 2030005/8
Fax (053) 2030490
www.thembelihlemunicipality.gov.za

VACANCY : CLERK (PAYMENTS AND CREDITORS)

THEMBELIHLE LOCAL MUNICIPALITY (NC 076)

Thembelihle Local Municipality (NC 076) is an equal opportunity, affirmative action employer and also encourages applications from disabled persons. Females are specifically encouraged to apply.

DEPARTMENT : CHIEF FINANCIAL OFFICER

VACANCY : CLERK (PAYMENTS AND CREDITORS)

ESSENTIAL REQUIREMENTS

- ✓ Grade 12. Any additional qualifications or willingness to further your studies will positively influence your application.
- ✓ Understanding and knowledge of financial computer systems.
- ✓ A fair understanding of Municipal Finance Management Act (MFMA) and Treasury Regulations and other legislation, procedures and processes pertaining to Local Government finance.

OTHER PREFERRED REQUIREMENTS

- ✓ Analytical ability and integrity;
- ✓ Accuracy working with data;
- ✓ Ability to meet deadlines and working under pressure;
- ✓ Willingness to work long hours at times;
- ✓ Computer literacy (Microsoft windows XP, Spread sheet and Internet, etcetera)

DUTIES AND RESPONSIBILITIES

The incumbent will be accountable to the Senior Clerk: Payments and Creditors and be responsible for the following functional areas:

- ✓ Payments;
- ✓ Creditors;
- ✓ Insurance claims;
- ✓ Assist with addressing internal and external audit queries;
- ✓ Assist with compilation of Annual Financial Statements;
- ✓ Assist with compilation of Annual report;
- ✓ Any reasonable task that may be assigned by the Manager: Treasury Services.

REMUNERATION: LEVEL 5 OF A GRADE 1 MUNICIPALITY (Basic monthly salary excluding benefits between R6 213.82 – R8 066.65)

Please note that NO applications by E-mail or Fax will be accepted.

Applicants should note that if they are not notified of the outcome of their applications within 30 days of the closing date for submission of applications, they may conclude that their applications were not successful.

The municipality reserves the right not to make any appointment following the placement of this advertisement.

Applications containing a letter of application, curriculum vitae and certified copies of all qualifications as well as identification document marked “CLERK (PAYMENTS AND CREDITORS)” shall be sent to:

The Municipal Manager
Thembelihle Local Municipality
Private Bag X3
Hopetown
8750

or handed in at

Municipal Offices
Church Street,
Hopetown
8750

Any enquiries relating to this advertisement may be directed to the Manager Corporate Services, Mr. Yahya Goibaiyer, at the Municipal Offices, Church Street, Hopetown, who can also be contacted on 053 203 0005/8 during office hours commencing from 07H30 – 16H30, with a lunch interval between 13H00 – 14H00, Monday to Friday.

Selection will be made in terms of the Recruitment, Selection and Appointment Policy of Thembelihle Local Municipality.

CLOSING DATE: 27 SEPTEMBER 2013 AT 16H00

MOGALE M

MUNICIPAL MANAGER