

BLUE CRANE ROUTE MUNICIPALITY



Blue Crane Route Municipality

VACANT POSITION

EXTERNAL

NOTICE 41/2024

Blue Crane Route Municipality with its vision to be a Municipality that provides a better life for all its Citizens, hereby invites applications from committed, self-driven professionals who have passion in ensuring that the municipal vision is accomplished and want to render their services of exceptional high quality in the different fields mentioned herein.

DIRECTORATE: FINANCIAL SERVICES

ACCOUNTANT: ASSETS, FLEET & LIABILITIES TASK GRADE 12

SALARY SCALE: R368 723 - R478 613

MINIMUM REQUIREMENTS: Grade 12/ B. Comm Accounting / B. Comm Public Finance Management and Administration • Computer Literacy • Code EB Driving licence • 3 Years experience in a municipal environment • Possession of Certificate on Minimum competency requirements for financial officials will be an added advantage • Knowledge of Caseware will be an added advantage.

KEY PERFORMANCE: Maintaining an updated Asset Register through updating the asset inventory list for all offices/locations • Capturing the required identification data of all assets received/purchased/transferred, by electronically inputting data as per the Asset Management Policy and the requirements of the electronic Asset system • Adjusting asset register by ensuring that all required documentation is available and complete • Conducting Risk Management assessment for assets by identifying any perceivable threats to assets • Reviewing and evaluating the Municipality's Insurance portfolio by conducting asset register and liaising with the insurance Brokers to ensure that all insurance risks are adequately covered • Conducting formal quarterly stock taking exercise throughout the organization and records all evidence on the required documentation

ACCOUNTANT: ANNUAL FINANCIAL STATEMENTS TASK GRADE 12

SALARY SCALE: R368 723 - R478 613

MINIMUM REQUIREMENTS: Grade 12/ B. Comm. with Accounting as a major subject • Computer Literacy • Code EB Driving licence • 3 Years experience in a municipal environment • Possession of Certificate on Minimum competency requirements for financial officials will be an added advantage • Knowledge of Caseware will be an added advantage.

KEY PERFORMANCE AREAS: Preparation of GRAP Annual Financial Statements • Compiling quarterly financial statements • Proper allocation of expenditure in the General ledger • Monitor Budget and General Ledger reconciliation • Prepare monthly and quarterly financial statement reports • Coordinate submission of responses to audit queries • Preparing and presenting annual financial reports to sub-committee and strategic management planning workshops and discussion groups • Meeting deadlines on annual financial statements reporting sequence associated with audit and legal compliance exercise • Preparing and presenting reports detailing the status of debtor accounts and

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cashflow available to the finance Sub-Committee and Management committee and or advising relevant Directorates • Compilation of reports to standing committee and council, Government and National Treasury, and supporting Local Directorates in complying with national treasury regulations and requirements for the preparation of annual Financial Statements • Reviewing financial statements • Interpreting and analysing audit findings and investigational reports with a view to determine levels of intervention required curbing non-conformance and compliance with laid down procedure.

DIRECTORATE: TECHNICAL SERVICES

**SUPERINTENDENT -COMPLIANCE AND REGULATIONS (WATER CARE CLASS V)
TASK GRADE 11**

SALARY SCALE: R312 309-R405 414

MINIMUM REQUIREMENTS: A National Diploma/Degree in Water care/ Analytical chemistry or chemical engineering qualification or equivalent • 3 Years experience in water services/ care • Computer literacy • Code EC driver's licence

KEY PERFORMANCE AREAS: Conducting scheduling and administration of chemicals procurement, and management of chemicals contract • Participating in the drafting of the Water care budget • Conduct monthly variance report • Participating in managing water quality and chemical data affecting long – term variables by statistics/trending/reporting and identifying areas of concern • Managing data and investigate possible arears of non-compliance to specifications • Attend water quality meetings and maintain water safety plan figures • Taking water /effluent samples for quality analysis and evaluate data for compliance • Thorough understanding of process control • Advise on all water care issues and ensures compliance is adhered at all times

All applications with Curriculum Vitae, certified copies of Educational certificates, Blue Crane Route Municipal Application form which can be obtained on the BCRM website (www.bcrm.gov.za), copy of South African Identity Document and a covering letter for the position you are interested in should be forwarded to: The Corporate Services Department, Blue Crane Route Municipality, PO Box 21, SOMERSET EAST, 5850 or hand delivered at 88 Nojoli Street, SOMERSET EAST or Madiba Hall, COOKHOUSE or Town Hall, PEARSTON.

NB: NO FAXED APPLICATIONS WILL BE ACCEPTED

Enquiries: Mr L. Mqota (042) 243 6400

Closing date: 16 August 2024 @16H00PM

Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Blue Crane Route Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender, and disability. The Municipality reserves the right to approve or decline the appointment.



MR M.P NINI
MUNICIPAL MANAGER

25 107. 2024.
DATE