

MSUKALIGWA LOCAL MUNICIPALITY



PO Box 48
Ermelo
Mpumalanga Province
South Africa
2350

Civic Centre Building
c/o Kerk & Taute Street
Ermelo
Mpumalanga Province
South Africa
2350

Customer Care Center:
08611 MSUKA [67852]
Main Fax: +27 17 801-3851

www.msukaligwa.gov.za
E-Mail: msuka@msukaligwa.gov.za

"IS AN AFFIRMATIVE ACTION EMPLOYER" Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned positions.
No application will be accepted without certified copies of qualifications as set out below.

CORPORATE SERVICES DEPARTMENT

POSITION	:	COMMITTEE OFFICER: (ERMELO)
REF. NO.	:	23/19
POST LEVEL	:	7
SALARY SCALE	:	R 222 445.08 – 258 319.32 pa
QUALIFICATIONS	:	Grade12, National Diploma Public Management or equivalent qualification / NQF Level 6 qualification, Computer literacy (MS Word & Excel), 1 year relevant working experience
DUTIES	:	Liasing and assisting with the organizing and arrangement of Portfolio Committees, referring to the approved schedule of Committee meetings and confirming/reporting deviations from plans with respect to catering requirement and/or stationary and equipment needed for specific sessions to the immediate superior. <ul style="list-style-type: none">- Circulating notifications, Agenda and Minutes of previous meeting to members.- Performing Specific secretarial sequences at meeting with regards to circulation- Completion of attendance registers, details of proceedings discussions- Proposals and recommendations and making available of copies of correspondence refer to in discussion to members.- Making corrections/ alterations marked and prepared to final agenda.- Printing and arrange duplication thereof.- Typing all the correspondence emanating from the meeting of portfolio committees as prepared by the administrative staff.- Assisting with the typing of Agendas and Minutes of Mayoral Committee and Council

POSITION	:	SENIOR CLERK: (CREDIT CONTROL ERMELO)
REF. NO.	:	25/19
POST LEVEL	:	7
SALARY SCALE	:	R 222 445.08 – 258 319.32 pa
QUALIFICATIONS	:	Grade12, National Diploma in Accounting and Computer literacy or equivalent qualification, 2 years relevant working experience in creditor control administration.
DUTIES	:	Checking and verifying source and instructional documentation against specific control procedures. <ul style="list-style-type: none">- Accessing system records to establish the status of overdue accounts and the need to implement recovery procedures.- Activating system controls to extracts overdue accounts information and consolidating details of outstanding accounts into schedules for approval prior forwarding for recovery. Preparing Debtors age analysis, detailing outstanding payments forwarding to the relevant section for perusal and comment.- Maintaining and updating records, inserting correspondence, instructional memorandums on changes and related information into files in sequential order and, extracting relevant information to support the resolution of queries or audit verification procedures.- Receiving and interpreting the nature of enquiries and accessing system control.

CLOSING DATE IS 28 February 2019 AT 12 NOON

An official application form (available on the municipal website) must be completed and must be accompanied with a covering letter, comprehensive CV, original certified copies of qualifications and ID document and driver's license and the names of three contactable references from current and previous employers must be provided.

Application must be posted / couriered to Msukaligwa Local Municipality, P O Box 48, Ermelo 2350 or hand delivered to the Corporate Services, Cnr Kerk and Taute Street, Ermelo. All successful applicants shall be subjected to vetting.

**Applications forms are available on the Msukaligwa Local Municipality website (www.msukaligwa.gov.za)
For enquiries can contact the Manager: Human Resources Ms L.P Mnisi on 017 801 3580 during office hours**

"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER A MONTH, CONSIDER YOUR APPLICATION UNSUCCESSFUL"THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT ANY PERSON.

**Ms. G.J. Majola
Municipal Manager**