



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

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

"IS AN AFFIRMATIVE ACTION EMPLOYER"

DEPARMENT OF FINANCE

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned position. No application will be accepted without certified copies of qualifications as set out below.

POSITION	:	SENIOR CLERK - EXPENDITURE X1
REF. NO.	:	08/20
POST LEVEL	:	7
SALARY SCALE	:	R236 04,00 - R275 110,08pa
QUALIFICATIONS AND REQUIREMENTS	:	Grade 12, NQF level 6 - Diploma in Accounting Computer literacy
EXPERIENCE	:	Relevant creditor administrative experience (24 – 30 months)
DUTIES INCLUDE		<ol style="list-style-type: none"> 1. Seeking clarity from the immediate superior and, explaining procedures and providing guidance with specific Creditor payment applications. 2. Monitoring outcomes and implements corrective measures to address deviations 3. Accessing system records to establish budgetary provisions respect to payment requirement 4. Checking Creditor statement against remittance advice, identify with outstanding payments for reporting purposes 5. Preparing the Creditors age analysis, detailing outstanding payments

VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA, THEREFORE ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING

CLOSING DATE : 14 FEBRUARY 2020

FOR ENQUIRIES CONTACT HUMAN RESOURCES – Ms LP MNISI ON 017-801 3584

Applications forms are available on the Msukaligwa Local Municipality website (www.msukaligwa.gov.za) and facebook page / HR office.

Application must be posted / couriered to Msukaligwa Local Municipality, P O Box 48, Ermelo 2350 or hand delivered to the Corporate Services (Records Section), Cnr Kerk and Taute Street, Ermelo., for the attention of Director Corporate Services

Ms GJ MAJOLA



MUNICIPAL MANAGER