



**Nketoana Local Municipality
Reitz, Petrus Steyn, Lindley & Arlington**

ADVERTISEMENT-PERMANENT POSTS

FINANCE DEPARTMENT

MANAGER: EXPENDITURE AND PAYROLL

RENUMERATION: R 525 767.72 per annum, Level 1

Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance, cellphone allowance and transport allowance)

Requirements: Grade 12, A relevant 3-year tertiary qualification, preferably a Bachelor of Commerce with financial accounting as major subject. Computer Literacy. A valid driver's License. Knowledge of SAGE 300 PEOPLE Payroll System and Munsoft financial system. Extensive understanding and knowledge of the application of applicable local government legislation such as MSA, MFMA and others as applicable.

Experience: 8 Years relevant experience required which includes 2 years of supervisory experience.

Key Performance Areas: Analyzing and aligning operating capacity and capabilities of the section to deliver against specific key performance areas. Studying capital and operating expenditure trends and forecasts received from internal departments and preparing estimates with due consideration to internal and external funding requirements and limitations. Evaluating and commenting on the strengths, weaknesses opportunities and threats arising out of operational activities and deliverables in detailed financial reports submitted for perusal to the Chief Financial Officer. Preparing and presenting reports detailing the status of expenditure and availability of funds for current and short-term interventions to sub-committees and strategic management planning workshops and discussion groups. Developing and overseeing the implementation of policies and procedures in the section. Manage the payroll process of the municipality. Manage creditors' payment process and compile payment schedules. Manage the bank account of the municipality by processing and/or approving bank transactions on the municipal online banking system. Review monthly creditors, payroll and bank reconciliations. Compilation of monthly, quarterly and annual reports. Coordinate the audit process. Participate in the development process of the integrated development plan. Develop the section service delivery and budget implementation plan to ensure that the planning of the section is aligned to Council and Directorates strategic objectives/priorities. Review draft policies, processes and procedures and monitor the implementation.

DIRECTORATE: CORPORATE SERVICES

MANAGER LEGAL SERVICES (Re-Advert)

RENUMERATION: R 525 767.72 per annum, Level 1

Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance, cellphone allowance and transport allowance)

REQUIREMENTS: Grade 12, A relevant 3-year tertiary qualification preferably B. Degree in LLB/B Proc or LLB. Computer Literacy. Admission as an Attorney/ advocate of the High Court. Have valid driver's license.

EXPERIENCE: 8 years relevant legal experience of which 3 years in the middle management level (either in private practice or municipal environment).

COMPETENCIES: Interpretation of statutes, Local Government legislation, contract management, litigation management, ethics and professionalism, investigative orientation, good judgment and decision making, research and analysis, critical thinking and ability to present persuasive argument and report writing. Information management. Ability to work under pressure. Interpersonal relationships.

KEY RESPONSIBILITIES: Provide the legal advice to council on a wide variety of subjects. Attend to claims instituted by and against council. Draft by laws, research laws interpretation of existing by-laws, comment and report on new legislation and monitor progress. Provide legal assistance in respect of property, housing matters, townships and town planning administration. Attend meeting to provide legal advice to comment on policies of Council to ensure legal compliance and interpret policies. Attend to CCMA/Bargaining Council cases and Labour court cases. Attend to hearings. Draft legal documents and memoranda and reports. Analyses legislation and provide recommendation for appropriate interventions. Draft legal opinion. Conduct legal research documents and memorandum reports. Handle ad hoc tasks in line with instruction. Negotiate, draft, analyze and implement contractual agreements with the service providers. Review municipal and council policies. Draw up contracts of employment. Provide advice on the resolution of legal disputes. Prepare case files. Implement and ensure that the council by laws are adhered to. Screening petitions. Coordinate and manage litigations.

Applicants who applied before are encouraged to re-apply.

Enquiries: J Mokwena @ 058 050 3168 / 69 / 70

APPLICATIONS AND CONDITIONS OF APPOINTMENT:

1. Applicants must fill in an Application Form (Annexure B) obtainable at Municipal Offices or Download Application Form directly from our website or the Government Notice No.45181 of 20 September 2021 from the government website at www.gpwonline.co.za.
2. **No Applications will be considered if it is not on the Official Application Form. The application form must be accompanied by detailed CV with contactable references, certified original copies of qualifications, Statement of results**

not older than 3 months, Identity document, and covering letter depicting the post applied for. Faxed or e-mailed applications will not be considered.

3. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof.
4. The successful candidate will be required to sign an Employment Contract on or before assumption of duty and the necessary Disclosure of Financial Interest Forms.
5. Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. If you have not been contacted within a period of 90 days after the closing date of the advertisement, kindly accept that your application has been unsuccessful.
6. The municipality reserves a right not to appoint any applicant to this position.
7. A candidate who canvasses for preference will be disqualified.
8. Fraudulent qualifications, information or documents will disqualify any applicant
9. Candidates from the designated groups, including those with disabilities are encouraged to apply.
10. The Municipality will never request money from a candidate in exchange of being awarded a vacant post, we are not selling posts, should such act occur please report it to the Law Enforcement Authority (National Prosecuting Authority (NPA) / South African Police Services)
11. Shortlisted candidates will be required to bring along their original qualification's certificates.
12. No subsistence costs will be paid to any candidates invited for interviews.

Application forms, Covering Letter with comprehensive CV's and certified copies of qualifications must be posted to PO Box 26, Reitz, 9810 or be hand delivered at Cnr. Church & Voortrekker St, Reitz.

CLOSING DATE FOR THE POSITION: 31 October 2025 @ 13:00



MR SM NHLAPO
MUNICIPAL MANAGER

DATE: 06/10/2025

"TOGETHER WE CAN DO MORE"