



## **Nketoana Local Municipality**

**Reitz, Mamafubedu, Lindley & Arlington**

### **NKETOANA LOCAL MUNICIPALITY EXTERNAL / INTERNAL ADVERTISEMENT**

The Municipality hereby invites applications from qualified, experienced, innovative, and energetic individuals to apply for the following vacant positions.

#### **DIRECTORATE: TECHNICAL AND INFRASTRUCTURE SERVICES**

##### **EPWP ADMINISTRATOR**

**REMUNERATION: R 260 750, 28 per annum level 5/4**

Annual salary plus service benefits (13<sup>th</sup> cheque, employer contribution to the pension fund, housing and medical aid allowance).

**REQUIREMENTS:** Grade 12. National Certificate (NQF Level 5) in Public Administration or Human Resource Management. Must be computer literate. Must be able to do presentations in public settings. Must have report writing and data capturing skills.

**EXPERIENCE:** At least 2 years' experience in an administration or clerk role. Previous experience with EPWP reporting will be an added advantage.

**KEY PERFORMANCE AREAS:** develop and maintain database of EPWP, capture monthly progress reports of EPWP on a reporting system (online Both MIS and EPWPRS systems) which training will be provided. Provide an exception reports on data received and captured, Admin tasks (minute taking and typing), maintain EPWP project filling- ensure all supporting documentation is on file for Audit Purposes. Assist in environmental programs/ projects Communicating with consultants, contractors and other municipal officials. Compare data with source documents, i.e. Compile sort and verify accurate list of data with supervisors before details captured on the EPWP offline and on line project template identify data errors and report to supervisors. Regularly communicate and give EPWP guidance to project managers MSC regarding data required, issues and etc.

## **DIRECTORATE: FINANCE**

### **CASHIER (ARLINGTON)**

**REMUNERATION:** R 166 652, 85 per annum level 9/4 Annual salary plus service benefits (13<sup>th</sup> cheque, employer contribution to the pension fund, housing and medical aid allowance).

**REQUIREMENTS:** Grade 12 and Computer Literacy: MS Office. Grade 12 with an accounting subject will be an added advantage.

**EXPERIENCE:** 1-2 years' relevant experience as a cashier.

**KEY PERFORMANCE AREAS:** Receives payment against services rendered from the public by, communicating with the customer and attending to specific payment or sale enquiries and/or providing information on tariffs for specific services. Calculating balances and explaining transactional recordings and penalties applicable and/or providing information on specific products/services e.g ,metered service cards, hall hiring tariffs, cemeteries, caravan park and swimming pool. Collects and counts payment tendered verifying total against amount due, and/or seeking identification, checks recording and processes cheque payments. Issuing receipt reflecting amount tendered and confirms recording with the customer. Capture staff accounts monthly for all units. Reconciles cash received against receipts issued to customers, by separating denominations and commencing with control counting sequences. Tallying amounts and verifying cash totals to receipts issued. Capturing overnight cheque Deposits details, printing receipts against payment tendered and recording transactional details on the cheque prior to submitting for further processing. Verifying cash receipts schedule/reports against cash/cheque totals with the immediate superior and/or attending and rectifying deviations in recordings or counts prior to forwarding for depositing.

### **CREDITORS AND FILING CLERK**

**REMUNERATION:** R199 565, 47 per annum level 7/4. Annual salary plus service benefits (13<sup>th</sup> cheque, employer contribution to the pension fund, housing and medical aid allowance).

**REQUIREMENTS:** Grade 12. National Certificate (NQF 5) in Financial Management. Computer literacy.

**EXPERIENCE:** 1-2 years' experience preferably in local government. Knowledge of Municipal Financial Management and MunSoft will be an added advantage.

**KEY PERFORMANCE AREAS:** Receiving invoices from creditors and verifying the accuracy of details recorded on transactional documentation (order forms) generated for payments. Receiving and verifying requisitions and quotations for processing of payment voucher. Completing GRV on financial system as indicated that the goods and/ or services have been



received and attaching the printed GRV. Preparing payment vouchers for cheques or electronic transfer payments. Investigating refund occurrence on statements and ensuring the necessary payments. Preparing journals for correction on financial system, paying vehicle license fees when due, and maintaining ET/ cheque register indicating cheque number, date, beneficiary, amount and method of distribution. Updating reconciliation's of suppliers statements and attaching relevant documentation e.g. payment advice to every cheque payment for signature. Processing supplier statements and reporting/ clearing differences with the immediate supervisor. Preparing and submitting documentation to appropriate departments for approval. Handling queries when the supplier demands payment, including negotiating for discounts, completion of indemnity forms, etc and referring complex queries to the immediate superior. Administering payments by post, hand or bank deposits by typing and printing address stickers, stamping mail date in cheque register, completing deposit slip and sending messenger to the bank, and faxing copy of deposit slip to the creditor. Reconciling supplier statements, clearing differences and conducting age analysis on main creditors and submitting reports to the immediate supervisor. Administration of petty cash pertaining to reimbursement payment, preparing petty cash voucher, balancing cash on hand. Maintaining that documents and supporting schedules are filed for easy retrieval of financial documentation by filing all documentation and records in numeric order.

## **DIRECTORATE: MUNICIPAL MANAGER'S DEPARTMENT**

### **FIELD TECHNICIANS X2**

**REMUNERATION:** R 260 750, 28 per annum level 5/4 Annual salary plus service benefits (13<sup>th</sup> cheque, employer contribution to the pension fund, housing and medical aid allowance).

**REQUIREMENTS:** Grade 12. National Diploma in IT. Azure, Preferred (A+, N+), Industry Certificates will be an added advantage.

**EXPERIENCE:** 2 years'+ experience. Strong working of Microsoft based operating system with emphasis on windows 10 Pro, 11 Pro. Experience with 2022 exchange server administration. Some TCP/IP experience. Basic understanding of PC hardware setup and configurations. Repairs of HDD and LED monitors. Software installation e.g AV, Microsoft 365.

**KEY PERFORMANCE AREAS:** Provide on-site technical support for hardware, software and network issues. Troubleshoot and resolve computer and peripheral device problems quickly and efficiently. Perform regular and resolve computer and peripheral device problems quickly and efficiently. Perform regular system maintenance and updates to ensure optimal



performance. Educate clients on best practices for IT security and system use. Collaborate with the IT support team to address complex issues and escalate when necessary. Maintain detailed records of service calls and technical support activities. Strong knowledge of computer systems, networks and software applications. Proficiency in diagnosing and resolving technical issues. Excellent communication and interpersonal skills. Ability to work independently and manage multiple tasks effectively.

#### **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 the Government Notice No.45181 of 20 September 2021 from the government website at [www.gpwonline.co.za](http://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 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 National Prosecuting Authority (NPA)
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 with comprehensive CV's and certified copies of qualifications must be posted to the address below, or be hand delivered at Cnr. Church & Voortrekker St, Reitz.

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

The Municipal Manager  
Nketoana Local Municipality  
PO Box 26,  
Reitz,  
9810

CLOSING DATE: 30 JUNE 2025 @ 13:00



MR SM NHLAPO  
MUNICIPAL MANAGER

“TOGETHER WE CAN DO MORE”

DATE:

