



A BETTER PLACE FOR ALL

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[www.ndz.gov.za](http://www.ndz.gov.za)

## EXTERNAL ADVERTISEMENT

**Dr Nkosazana Dlamini Zuma Local Municipality hereby invites applications from qualified and experienced individuals for the appointment to the following positions.**

**DEPARTMENT  
VACANCY 01  
REMUNERATION**

**FINANCE DEPARTMENT  
DEPUTY CHIEF FINANCIAL OFFICER (T.G 17)  
R 663 633.32 P.A plus Normal Municipal Benefits**

### REQUIREMENTS:

- National Senior Certificate (grade 12).
- Bachelor's degree in Commerce, Accounting, or any other relevant qualification
- A Minimum of 4 years relevant experience at the supervisory level.
- Computer literate Ms Word / Excel, and Power Point
- Good communication skills (verbal and written)
- A valid Driver's Licence.
- Knowledge of the MFMA
- Knowledge of MSCOA
- Certificate in MFMP/ CPMD will be added advantage.

### KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Prepare monthly, quarterly, and annual financial statements.
- Ensure preparation and review of all reconciliations.
- Ensure compliance with all relevant legislations such as MFMA and GRAP standards etc.
- Prepare monthly budget statements.
- Ensure that the ledger & Trial Balance reconcile accordingly.
- Reconcile all conditional grants and ensure accurate reporting.
- Implement the Municipal Property Rates Act.
- Ensure that revenue is collected as per the budget.
- Implement Cash and Investment policy.

- Ensure effective implementation of SCM processes.
- Ensure correct and accurate customer bills are sent timeously to customers.
- Ensure reconciliation of assets with the Asset Register and General ledger
- Perform any other functions as may be delegated by the CFO.

**DEPARTMENT  
VACANCY 02  
REMUNERATION**

**OFFICE OF THE MUNICIPAL MANAGER  
MANAGER (INTERNAL AUDIT) (T.G 15)  
R 548 733.72 P.A plus Normal Municipal Benefits**

**REQUIREMENTS:**

- National Senior Certificate (grade 12).
- Bachelor's degree in Accounting/ Auditing or any other relevant qualification.
- A Minimum of 4 years relevant experience at the supervisory level.
- Computer literacy Ms Word / Excel, and Power Point.
- A Valid Driver's Licence.
- Registered with the Public Accountancy and Auditing Board as a registered Accountant and Auditor or any other relevant equivalent accredited professional bodies.
- Certificate in MFMP/ CPMD will be added advantage.

**KEY PERFORMANCE AREAS:**

The successful candidate will be responsible for the following duties:

- Develop and implement a risk-based audit plan.
- Act as an independent advisory committee to the council.
- Provide administrative support to the audit committee.
- Provide assurance service to the Accounting Officer and management.
- Ensure compliance with the relevant legislations and policies.
- Conduct performance audits in accordance with the performance management system.
- Providing advice to heads of internal departments on the re- alignment of specific processes, roles, and responsibilities to maintain compliance with statutory legislation.
- Perusing through contractual agreements and ensure compliance with laid down financial and procurement policies.
- Ensure effective management of RISK and Internal Audit Units.
- Perform any other functions as may be delegated by the Municipal Manager.

**Enquiries: Mr J Sondezi Senior Manager: Corporate Support Services 083 274 0503 \ (039) 833 1038 (During Office Hours 08:00am to 16:00 pm)**

Please note: Applications must be submitted with a signed **Dr. Nkosazana Dlamini Zuma Municipal Application Form** that can be obtained from our website [www.ndz.gov.za](http://www.ndz.gov.za) accompanied by Curriculum Vitae with three references, certified copies of academic qualifications, ID and Driver's license where applicable.

**NB: PLEASE NOTE: No faxed, emails or late applications will be accepted.** Correspondence will only be entered into with short-listed candidates, should you not receive correspondence within one month after the closing date, please consider your application as unsuccessful.

The Municipality reserves the right not to make any appointment.

**Please forward your application to Mr. N.C. Vezi, the Municipal Manager, Dr Nkosazana Dlamini-Zuma Local Municipality, P.O Box 62, Creighton, 3263 or Hand-deliver to: Municipality Building, Main Street, Creighton 3263 or 32 Arbuckle Street, Himeville, 3256 (During office hours from 08h00 to 16h30).**

**CLOSING DATE: 10<sup>th</sup> February 2023 AT 16:00PM**

*Dr Nkosazana Dlamini-Zuma Municipality is an equal opportunity and Affirmative Action employer. We are committed to the achievement of diversity, equity and maintenance of representation in terms of race, gender and disability.*



  
**MR. N C VEZI**  
**MUNICIPAL MANAGER**

