



THE DR KENNETH KAUNDA DISTRICT MUNICIPALITY SITUATED IN ORKNEY, NORTH WEST PROVINCE HEREBY INVITES QUALIFIED CANDIDATES TO APPLY FOR THE BELOW MENTIONED POSITIONS

{RE-ADVERTISEMENT} CREDITORS CONTROL/ACCOUNTANT [DIRECTORATE: FINANCE] POST LEVEL 06 - TOTAL REMUNERATION PACKAGE (MIN R339 702 - MAX R375 054)

REQUIREMENTS: • Grade 12 • National Diploma/Bcom Degree in Finance Management of equivalent, with Computer Literacy • CPMD/MFMP will be an added advantage • Code B Driver's License • Excel, Windows and Word experience
WORK EXPERIENCE: • 2-3 years working experience in Senior Creditors Control
KNOWLEDGE AND COMPETENCIES: • Knowledge of Local Government will be an added advantage • Creditor e-payments/ Maintenance/ Reconciliations • Bank & Transfers/ Batch/ Upload/ Balancing/ Reconciliations • Vat Registration 201/ Reconciliation/ Allocations • Maintain Creditors - Statistics & Updated Information • Good Communication • Be willing to work overtime • Solar System will be an added advantage
KEY RESPONSIBILITIES: • Verification and Authorising of Creditor Payment • Payment reconciling monthly creditor payment • Maintain creditor payment • Responsible for safe-keeping of vouchers • Attending to queries from suppliers • Maintaining contract registers/ retention/ sundry VAT • VAT Reconciliations • Provide information for report and statistics • The applicant must be familiar with the mSCOA • Balancing and reconciling accounts at year end • Providing information relating to audit queries

COMMITTEE OFFICER [DIRECTORATE: CORPORATE SERVICES] POST LEVEL 07 - TOTAL REMUNERATION PACKAGE (MIN R307 645 - MAX R339 702)

REQUIREMENTS: • Grade 12 and National Diploma in Office Management or NQF Level 5 (Higher Qualifications will be an added advantage) • At least 2-3 years experience • Computer Literate especially in Microsoft Office, Power Point and Excel • Knowledge of Municipal Procedures • Language Proficiency in English and Setswana • Interpersonal Skills • Minutes Taking • and Writing Skills
KEY RESPONSIBILITIES: • Compiling Portfolio, Mayco and Council agendas • Attending and arranging meetings to ensure that recommendations and resolutions are captured • Communicating resolutions to ensure that information flows and resolutions are implemented • Provide secretarial support to various committees and sub-committees • Performing specific secretarial tasks at meetings with regard to circulation and completion of attendance registers • Recording details of proceedings/ discussions and decision and making available copies of correspondence referred to in discussions to members • Updating committee files, correspondences and minutes in accordance with established referencing sequences • Ensure that minutes of the meetings are accurately compiled • Circulating notifications, agenda, and minutes of previous meeting to members • Ability to work independently as well as in a team

GIS SPECIALIST [DIRECTORATE: TRANSPORT, ROADS & INFRASTRUCTURE DEVELOPMENT] POST LEVEL 04 - (TOTAL REMUNERATION PACKAGE (MIN R424 534 - MAX R457 360)

REQUIREMENTS: • Grade 12, plus at least a 3-year Degree in Geographic Information Science or Town and Regional Planning • Hands-on experience on the ESRI ArcGIS software, Computer Literacy (MS Office Packages) • A valid Drivers' License will be an added advantage
KEY RESPONSIBILITIES: • Spatial Data collection and capturing (Including field and digitizing) • Spatial Data cleansing and manipulation • Map Production • Basic Spatial Analysis

ADMINISTRATION OFFICER [DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER (INTERNAL AUDIT)] POST LEVEL: 08 TOTAL REMUNERATION PACKAGE - (MIN R271 700 - MAX R300 043)

REQUIREMENTS: • An appropriate 3-Year post matric qualification in administration, preferably with an audit background, and sufficient experience in providing secretarial work at high level • The ability to communicate well in English (Good written English and verbal). The ability to conceptualise and accurately summarise and capture discussions. General knowledge and understanding of audit Committee functioning as well as the structure and operation of the Municipality • General knowledge of Municipal Policies. The ability to establish priorities, with strong organisation skills • Computer Literacy, especially Ms Word, Excel, Power Point and Internet. Integrity, sound judgement and discretion in dealing with secret and confidential matters • Good interpersonal skills and the ability to work successfully in a team
KEY RESPONSIBILITIES: • Provide administrative and committee secretarial support to the Audit Committee Structure of the Dr Kenneth Kaunda District Municipality's shared services • Timeously operate and collate agenda's and other documentation in conclusion with committee chairpersons, Audit Management and departmental directors and officials • Write minutes and prepare reports emanating from meetings • Monitor implementation of decisions/ directives/ resolutions of departments • Undertake general correspondence and administrative duties pertaining to secretariat support to the chairperson of the Audit Committee and the Internal Audit Unit • Coordinate meeting schedules and related arrangements • Undertake Internal Audit administrative work during lean periods of Committee tasks

No prescribed application form is available. Certified copies of relevant and original Certificates, ID Document must be attached to the Curriculum Vitae(CV) and a covering letter to: The Records Section, Dr. Kenneth Kaunda District Municipality, Private Bag X5017, Klerksdorp, 2570 OR delivered to Dr. Kenneth Kaunda District Municipality, Civic Centre, Patmore Road, Orkney.

All enquiries must be directed to the Human Resource Division: Ms. Nkhensani Ndegeza at 018-473 8000/8090 (Office Hours). Faxed/E-mailed applications will not be considered. If no response is received within (3)Three Months of the closing date, consider your application as unsuccessful. Dr Kenneth Kaunda District Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act. Suitably qualified and experienced persons with disability are encouraged to apply. The Dr Kenneth Kaunda District Municipality reserves the right not to appoint/withdraw the advertised vacancy.

CLOSING DATE: 19 MAY 2019 AT 16H30