



Mogalakwena Local Municipality hereby invites applications from experienced, qualified, innovative, committed, energetic individuals with vision for appointment to the following positions:

**DEPARTMENT OF FINANCE
DIVISIONAL MANAGER: REVENUE SERVICES**

Duties:

Reporting directly to the Deputy Chief Financial Officer, the incumbent will perform the following duties:

- Revenue management strategic support to the municipality
- Billing management oversight
- Management of Credit Control / Revenue Collection
- Oversee compilation of periodic General Valuations and related processes
- Assist in all areas of financial management within the department
- Human resource management in the division
- Assist with compilation of budgets and annual financial statements to comply with the requirements of the MFMA
- Management of prepaid vending system and Municipal Vendors Management of prepaid vending system and Municipal Vendors
- Implementation of the Indigent policy

Requirements:

Grade 12 plus NQF level 7 qualification preferably in Accounting, 5 years relevant experience, of which 3 should be at supervisory level. Managerial experience at Local Government will be added advantage, knowledge of municipal systems, computer literacy, ability to work under pressure, good interpersonal skills, and accuracy when working with figures. Valid driver's license. Must have clean criminal record.

Salary Scale: R 560 376.00 per annum

DIVISIONAL HEAD: SUPPLY CHAIN MANAGEMENT

Duties:

Reporting directly to the Deputy Chief Financial Officer, the incumbent will perform the following duties:

- Demand management
- Acquisition management
- Provisioning stores
- Purchasing management
- Supply chain performance
- Human management
- Assist with compilation of budgets and annual financial statements to comply with the requirements of the MFMA
- Develops and monitors systems, policies, procedures and processes to ensure correct working operations and practices

Requirements:

Must have Matric plus NQF level 7 qualification preferably in Accounting, Accounting, Finance and Economics 5 years relevant working experience covering all aspects of the relevant Supply Chain Management processes in local government. Managerial experience at Local Government will be added advantage, knowledge of municipal systems, computer literacy, ability to work under pressure, good interpersonal skills, and accuracy when working with figures. Valid driver's license. Must have clean criminal record.

Salary scale: R 560 376, 00 per annum

**FINANCIAL MANAGEMENT INTERNS (2 years fixed contract)
(2 posts)**

Duties:

Reporting directly to the Deputy CFO, the incumbent will perform the following duties:

- Assist in the implementation of GRAP and budget reform
- Developing statistical reporting module
- Electronic data capturing and general financial administration
- Assist in all areas of financial management within the department.

Purpose:

The project is an initiative of National Treasury's Financial Management and Budget Reform Program for the appointee to gain practical experience in local government financial management and geared towards a career in local government.

Requirements:

Must have a Bachelor's Degree / National Diploma or equivalent qualification

majoring in Accounting. Must be between the ages of 18 and 35 years old. The applicant must also have good oral and written communication skills and be computer literate.

Applicants must be from previously disadvantaged community and graduates who are unemployed.

Preference will be given to Mogalakwena local residents.

Salary Scale: R 102 000.00 per annum

FINANCE INTERNS – SUPPLY CHAIN MANAGEMENT UNIT (2 years fixed contract) (3 posts)

Duties:

Reporting directly to Divisional Head: Supply Chain, the incumbent will perform the following duties:

- The interns will be required to administer all the transactions in Supply Chain Management department
- To administer all tender documents throughout the tender process
- Assisting in the following functions: Demand Management, Acquisition Management, Logistics Management, Tender Administration and General office administration

Requirements:

Must have a Bachelor's Degree / National Diploma in Public Management, Supply Chain Management, Logistics or related fields. Must be between the ages of 18 and 35 years old. Previous experience on Supply Chain Management is not a requirement. Applicants who have benefited from a previous internship programme and have formal employment will not be considered. The applicant must also have good oral and written communication skills and be computer literate.

Salary Scale: R 102 000.00 per annum

Closing date: 26 May 2025 @ 12pm

(NO APPLICATIONS WILL BE ACCEPTED AFTER THE CLOSING DATE)

Mogalakwena Municipality subscribes to the principles of equal employment and affirmative action. We welcome applications from people with disabilities.

NB: The language policy of the Council is English

Appointments on the above-mentioned positions will be on the competency of the Municipal Manager and no canvassing will be allowed.

Due to high crime rate/fraud enquiries should strictly be directed to:

Ms. K Bontsi – (015) 491 9634 OR Ms. S S Baloyi (015) 491 9794

The compulsory Mogalakwena Municipality's application form (obtainable from www.mogalakwena.gov.za or from the Mogalakwena municipal offices) **together with a comprehensive CV** and certified copies of qualifications should be sent to The Manager: Corporate Support Services, P O Box 34, Mokopane, 0600 or hand deliver at the Frontdesk / Reception area of 54 Retief Street Mokopane.

ONLY CANDIDATES WHO COMPLETE THE APPLICATION FORM IN FULL AND ATTACH CERTIFIED COPIES OF QUALIFICATIONS WILL BE CONSIDERED DURING SHORT LISTING.

PLEASE NOTE THAT FAXED, Z83 FORMS AND EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

Should you not hear from us two months after the closing date you may assume that your application was unsuccessful. No further correspondence will be entered into with regard to this matter.