



UMKHANYAKUDE DISTRICT MUNICIPALITY UMASIPALA WESIFUNDA UMKHANYAKUDE

The uMkhanyakude Municipality seeks to appoint suitably qualified persons to the following positions within the **DEPARTMENT OF BOARD AND GENERAL (EXECUTIVE), CORPORATE SERVICES AND FINANCE (BTO):**

MANAGER: COMMUNICATIONS

**POST LEVEL 03 OF A GRADE 10 LOCAL AUTHORITY
REMUNERATION: R676 388.35 • (PERMANENT POSITION)**

Requirements: • Matric (Grade 12) • Bachelor's degree in Communications, Public Relations, Journalism, Media Studies, or a related field • A Postgraduate qualification will be an added advantage • At least 5 - 7 years' of relevant experience, of which 3 years' must be at a supervisory level, preferably within the local government • Sound knowledge of relevant local government legislation (e.g., MFMA, MSA, PAIA) • Understanding of media landscape, public participation frameworks, and government communication protocols • Excellent verbal and written communication • Strong interpersonal, planning, and organisational skills • Ability to work under pressure and handle crises • Computer literacy (MS. Office, media tools, social media management platforms) • Valid driver's licence.

Competencies: • Professionalism and integrity • Political sensitivity and tact • Creativity and innovation • Attention to detail • Service-oriented mindset.

Responsibilities: • Develop and implement the municipality's integrated communication strategy • Advise the Municipal Manager and senior management on communications issues • Align communication strategies with the municipality's IDP and strategic goals • Manage media relations, including drafting press releases, media statements, and coordinating media events • Monitor media coverage and manage reputational risks • Serve as the official spokesperson when delegated • Promote effective communication across departments • Manage internal newsletters, memos, and staff updates • Foster a culture of openness and engagement among employees • Coordinate public participation programmes in line with legislative requirements • Develop and maintain relationships with stakeholders (e.g., community leaders, NGOs, traditional leaders, other government entities) • Organize community outreach and engagement campaigns • Oversee brand management, including municipal identity, signage, and promotional material • Ensure consistent application of branding guidelines across all platforms • Develop content for Municipal publications, website, and social media platforms • Prepare and implement crisis communication plans • Coordinate responses to emergencies and disasters in collaboration with disaster management units • Plan and manage municipal events, public campaigns, and commemorative days • Ensure compliance with protocol standards and municipal policies • Manage the communications unit's budget, procurement, and staff • Supervise and develop communications personnel.

Fringe Benefits: 13th cheque, car allowance, cellphone allowance, medical aid, pension, and housing/rental allowance.

SENIOR HUMAN RESOURCES OFFICER: EMPLOYEE ASSISTANCE PROGRAMME (EAP)

**POST LEVEL 04 OF A GRADE 10 LOCAL AUTHORITY
REMUNERATION: R583 054.63 - R612 637.83 P.A.
• (PERMANENT POSITION)**

Requirements: • Matric (Grade 12) • National Diploma or Bachelor's Degree in Social Work/ Psychology/Industrial Psychology/Occupational Health or a related field • Registration with a relevant professional body (e.g., SACSSP or HPCSA) is strongly recommended or required • Minimum of 3 - 5 years' in employee wellness, counselling, human resources, or occupational health environment, preferably within local government or public service • Employee wellness and assistance programme principles • Labour legislation (e.g., EEA, OHSA, BCEA) • Case management and referral protocols • Understanding of psycho-social workplace issues • Report writing and case documentation • Conflict resolution and trauma support • Valid driver's licence.

Competencies: • Empathetic and approachable • High level of confidentiality and ethical standards • Resilient and emotionally mature • Good judgment and discretion • Strong organisational ability • Counselling and interpersonal communication skills • Presentation and training skills • Planning and coordination.

Responsibilities: • Implement and update the municipal EAP policy in line with relevant legislation, national standards, and best practices • Monitor compliance and advise management on improvements to wellness programmes and policies • Provide confidential short-term counselling and referrals for employees facing personal, emotional, financial, or work-related problems • Maintain case records and ensure ethical handling of sensitive employee information • Plan and implement annual wellness calendar activities (e.g., health screenings, awareness days, fitness initiatives) • Coordinate service providers for wellness and health-related interventions (clinics, psychologists, financial advisors, etc.) • Conduct workshops, training sessions, and awareness campaigns on topics such as stress management, substance abuse, trauma debriefing, and work-life balance • Promote a healthy and productive work culture • Provide or coordinate trauma debriefing and crisis intervention in the event of workplace incidents such as accidents, violence, or bereavement • Support line managers in managing affected employees and ensuring a supportive work environment • Establish and maintain partnerships with external service providers, NGOs, and government agencies (e.g., SASSA, SANCA, Department of Health) • Facilitate appropriate referrals and follow-up interventions • Maintain up-to-date wellness programme data, statistics, and reports for HR and management • Analyse trends and prepare reports with recommendations for improving employee wellness strategies • Assist in preparing the EAP budget and manage the efficient use of allocated resources • Monitor expenditure and report on variances.

Fringe Benefits: 13th cheque, car allowance, cellphone allowance, medical aid, pension, and housing/rental allowance.

SCM CLERK: CONTRACT MANAGEMENT

**POST LEVEL 07 OF A GRADE 10 LOCAL AUTHORITY
REMUNERATION: R423 415.07 - R467 703.39 P.A.
• (PERMANENT POSITION)**

Requirements: • Matric (Grade 12) • A recognized National Diploma in Contracts Management/Logistics/Purchasing/Local Government Finance • Minimum of 2 to 5 years' Supply Chain Management Experience in a Municipal environment • Must have computer literacy skills • Valid driver's licence • Completed modules for Municipal Finance Management Programme (MFMP/CPMD) will be an added advantage • Knowledge of contract management; Knowledge of service level agreement services; Knowledge of legal administration; Knowledge of financial and supply chain management processes • Knowledge of strategic and project management; Knowledge of applicable government policies; Knowledge of strategic development • Ability to exercise independent judgement and creative problem-solving techniques in a highly complex environment.

Competencies: • Oral Communication - the ability to articulate a message in an understandable and convincing matter • Written Communication - the ability to communicate in writing as appropriate to specific audience • Attention to detail - ability to scrutinize own work and that of others to ensure accuracy and compliance with the relevant municipal standards • Influencing - the ability to interact with others and influence them to adopt the best alternative from a range of options • Ethics and Professionalism - the ability to identify and deal with ethical issues and conflicts of interest • Organizational Awareness - the ability to understand the municipal objectives and the impact of decisions on the community and the functioning of the department.

Responsibilities: • Responsible for assisting in the managing of contracts and service level agreements of the Municipality • Capture and update information on the Contract Register • Administer tender administration and report on defaulters in projects • Assist in the compilation of terms and conditions of contracts and service level agreements of user Directorates • Type in - house memoranda, correspond with vendors, and liaise with the supervisor • Executes applications associated with monitoring contracts, the formation of specific contracts and control over contractual obligations • Assist with contracts administrative requirements, record keeping and reporting deadlines associated with the functionality • Liaise with Expenditure Section in relation to payment vouchers linked to contract payments.

Fringe benefits: 13th cheque, cellphone allowance, medical aid, pension, and housing/rental allowance.

FINANCE CLERK: BUDGET AND FINANCIAL REPORTING

**POST LEVEL 07 OF A GRADE 10 LOCAL AUTHORITY
REMUNERATION: R423 415.07 - R 467 703.39 P.A.
• (PERMANENT POSITION)**

Requirements: • Matric (Grade 12) • National Diploma in Financial Accounting or equivalent • MFMP Certificate is required to meet the requirements of the Minimum Competency Regulations (Gazette 29967, June 2007) or the incumbent should obtain one within a period of 18 months • Two (2) years' experience in Financial Management, specialising with municipal budget environment • Be computer literate • Knowledge Sage Evolution 200 system and mSCOA is essential • Knowledge of the MFMA and relevant municipal legislation • Be prepared to work under pressure and to work long hours.

Competencies: • Oral Communication - the ability to articulate a message in an understandable and convincing matter • Written Communication - the ability to communicate in writing as appropriate to specific audience • Attention to detail - ability to scrutinize own work and that of others to ensure accuracy and compliance with the relevant municipal standards • Influencing - the ability to interact with others and influence them to adopt the best alternative from a range of options • Ethics and Professionalism - the ability to identify and deal with ethical issues and conflicts of interest • Organizational Awareness - the ability to understand the municipal objectives, and the impact of decisions on the community and the functioning of the department.

Responsibilities: • Assist in budget preparation process • Assist in budget control and monitoring • Assist in preparation of Annual Financial Statements • Assist in process of controlling financial accounts; Investments and fixed asset administration • Coordinate timely budget preparation and submission process • Preparation of budget file • Capturing of the approved Municipality's budget in the financial system • Budget control and monitoring • Month - end and year-end procedure • Monthly general ledger reconciliation • Timely coordination and preparation of midterm review and adjustment budget • Coordination and preparation of section 71 and other statutory reports as required by the MFMA and other regulatory requirements • Coordinate and prepare the audit working paper file • Attending to AG queries.

Fringe Benefits: 13th Cheque, Medical Aid, Pension and Housing/Rental Allowance.

FINANCE CLERK: FIXED ASSETS

**POST LEVEL 07 OF A GRADE 10 LOCAL AUTHORITY
REMUNERATION: R423 415.07 - R467 703.39 P.A. • (PERMANENT POSITION)**

Requirements: • Matric • National Diploma or equivalent in Property Asset Management/Finance/Property Valuation • 2-5 years' relevant experience required • Knowledge of the MFMA and relevant municipal legislation • Must have computer literacy skills • Valid driver's licence.

Competencies: • Oral Communication - the ability to articulate a message in an understandable and convincing matter • Written Communication - the ability to communicate in writing as appropriate to specific audience • Attention to detail - ability to scrutinize own work and that of others to ensure accuracy and compliance with the relevant Municipal standards • Influencing - the ability to interact with others and influence them to adopt the best alternative from a range of options • Ethics and Professionalism - the ability to identify and deal with ethical issues and conflict of interest • Organizational Awareness - the ability to understand the municipal objectives, and the impact of decisions on the community and the functioning of the department.

Responsibilities: • Maintain an updated Assets Register through updating the asset inventory list for all offices/locations; ensuring that Senior Manager's requires staff to update these and resubmit details to the Officer by highlighting any changes to the inventory, and which is then updated on the Main Assets Register • Capture the required identification data of all assets received/purchased/transferred, by electronically inputting data as per the Asset Management Policy and the requirements of the Assets system, in order to ensure that the data is captured accurately and correctly and all assets are immediately • Electronically inputs the required data on the Assets Register that segregates the Assets according to their value, in order to ensure that this information is up to date and accurate information is maintained as per the prescriptions of the Asset Management Policy • Examine the detailed transaction report and utilizes this to compare the assets recorded on the system as against the Asset Acquisition Forms in order to identify discrepancies and by establishing the location of such data, and logging of these assets is facilitated • Conduct a comparison of the assets identified through the capital vote analysis process to be compared with the asset acquisition forms. Obtaining all the information through a process of verifying content and assets, and reporting on any differences. Once verified and checked, all the assets are captured onto the Asset Management system which is then required to balance to the General Ledger, and work will continue to be adjusted until this is achieved • Verify that once the updated asset inventory lists have been signed and received back from the Departments that all details are correct by ensuring that the asset inventory lists are signed off to ensure that these agree to the Asset Management System • Liaise formally with designated officials within each department in order to determine the condition of all currently registered assets in order that accurate and appropriate depreciation and loss can be registered to these assets • Conduct physical spot checks by conducting on-site inspections in order to verify that new assets have been registered in the correct location, and with the correct bar-coded label in order to verify such activities and to enable appropriate action to be taken to remedy any inaccuracies found on the register • Print and analysing reports by scrutinizing the changes in order to ensure that all asset information has been correctly loaded onto the Asset Management System and sends back these asset inventory lists to the various departments in order for them to sign off on the required changes • Verifying that once the updated asset inventory lists have been signed and received back from the Departments that all details are correct by ensuring that the asset inventory lists are signed off to ensure that these agree to the Asset Management System • Follow relevant procedures for the disposal of assets.

Fringe benefits: 13th Cheque, Medical Aid, Pension and Housing/Rental Allowance.

STORES CLERK (02 POSTS)

**POST LEVEL 07 OF A GRADE 10 LOCAL AUTHORITY
REMUNERATION: R423 415.07 - R 467 703.39 P.A.
• (PERMANENT POSITION)**

Requirements: • Matric (Grade 12) • National Diploma in Financial Accounting (NQF 6) or equivalent • At least 2 - 5 years' relevant storekeeping experience • Knowledge of Inventory Management Processes and Procedures and applicable legislation • Computer literacy (MS office applications and other applications suitable for management of inventory) • A valid driver's license (advantageous).

Competencies: • Oral Communication - the ability to articulate a message in an understandable and convincing matter • Written Communication - the ability to communicate in writing as appropriate to specific audience • Attention to detail - ability to scrutinize own work and that of others to ensure accuracy and compliance with the relevant municipal standards • Influencing - the ability to interact with others and influence them to adopt the best alternative from a range of options • Ethics and Professionalism - the ability to identify and deal with ethical issues and conflict of interest • Organizational Awareness - the ability to understand the municipal objectives, and the impact of decisions on the community and the functioning of the department.

Responsibilities: • Receive and issue of materials by ensuring correct quantity and quality • Recording non-conformities in all stock and materials received. (PAR's and NCR's) • Exercising plant-to - plant transfers in case of no availability of stock in another store or redistribution of slow-moving stock • Control the material replenishment plan (MRP to prevent out of stock situations) • Identifying obsolete or damaged stock items and/or asset inventory items for possible disposal by public auction • Maintain the security of stock in the stores in order to ensure accountability of Council assets • Maintain good housekeeping that conforms to the Occupational Health and Safety act • Carry out physical stocktaking - continuously, monthly, quarterly and yearly by reconciling related stock balances • Check stock turnover and/or movement by identifying redundant and/or obsolete.

FINANCE CLERK: PAYROLL

**POST LEVEL 07 OF A GRADE 10 LOCAL AUTHORITY
REMUNERATION: R423 415.07 - R467 703.39 P.A.
• (PERMANENT POSITION)**

Requirements: • Matric (Grade 12) • Degree or National diploma in Financial Accounting • An MFMP Certificate is required to meet the requirements of the Minimum Competency Regulations (Gazette 29967, June 2007), or the incumbent should obtain one within a period of 18 months • Two (2) years' experience in payroll and municipal finance management • Knowledge of Payday, Sage Evolution 200 system, and mSCOA is essential • Knowledge of SARS eFiling system will be an added advantage • Knowledge of the MFMA and relevant Municipal legislation • High level of accuracy and attention to detail • Strong numeracy and analytical skills • Ability to work under pressure and meet strict deadlines • Be computer literate.

Competencies: • Integrity and trustworthiness. • Professionalism and discretion • Service-oriented attitude • Ability to work independently and as part of a team • Good interpersonal and communication skills • Confidentiality and ethical conduct.

Responsibilities: • Processing of payroll inputs in the payroll system • Processing monthly salaries and deductions (UIF, PAYE, pension, medical aid, loans, etc.) • Generate and verify payroll reports for approval • Ensure compliance with SARS, SALGA, and other legislative requirements • Maintain accurate and confidential payroll records • File and archive payroll documents for audit purposes • Assist in monthly reconciliations of payroll control accounts • Prepare reports for auditors, management, and external stakeholders • Assist with the preparation and submission of statutory returns (IRP5, EMP201, UIF) • Responding to payroll-related queries from employees • Providing payslips and explaining payroll deductions when requested • Processing of third-party and any other payroll-related payments • Submission of information to internal, external auditors, and any other relevant stakeholders • Provision of statistical information from the payroll system database • Implementation of municipal policies, procedures, and relevant legislation • Filing and safekeeping of information • Perform any tasks that may be assigned by the supervisor.

Fringe Benefits: 13th Cheque, Medical Aid, Pension and Housing/Rental Allowance.

SCM PROCUREMENT CLERK: QUOTATIONS

**POST LEVEL 07 OF A GRADE 10 LOCAL AUTHORITY
REMUNERATION: R423 415.07 - R 467 703.39 P.A.
• (PERMANENT POSITION)**

Requirements: • Matric (Grade 12) • National Diploma in Supply Chain Management, Public Procurement, Logistics, or related field • At least 1 - 2 years' experience in a procurement or SCM environment, preferably in local government • Knowledge of SCM policies, MFMA, PPPFA, and National Treasury Regulations • Familiarity with Central Supplier Database (CSD) and SCM systems • Accuracy and attention to detail • Ability to manage time and work under pressure • Computer literacy: proficiency in MS Word, Excel, and financial systems (e.g., mSCOA compliant systems).

Competencies: • Accountability and integrity • Professionalism and reliability • Good organisational and time management skills • Team player with a strong work ethic • Good communication and interpersonal skills • Ethical conduct and confidentiality.

Responsibilities: • Receive and process requisitions from departments • Prepare and issue Request for Quotations (RFQs) in line with SCM policy thresholds • Assist in obtaining and evaluating quotations from accredited suppliers • Ensure that all procurement documents are complete and properly authorized • Verify supplier information and ensure that suppliers are registered on the municipal database (CSD) • Assist in updating and maintaining the supplier database • Ensure compliance with BBBEE and other applicable legislation during supplier selection • Maintain accurate records of all procurement transactions • Ensure procurement processes adhere to SCM regulations, MFMA, and National Treasury guidelines • Assist in preparing procurement reports and registers • Assist in scheduling and preparing documentation for the Bid Evaluation and Adjudication Committees (where applicable) • Maintain records of bid committee minutes and recommendations • Communicate procurement procedures and status updates to internal departments • Handle procurement-related queries from internal stakeholders and suppliers.

Fringe Benefits: 13th Cheque, Cellphone Allowance, Medical Aid, Pension, and Housing/Rental Allowance.

FINANCIAL MANAGEMENT INTERNS (06 POSTS)

**TWO YEAR CONTRACT
REMUNERATION: R100 000.00 P.A. (ALL INCLUSIVE)**

Requirements: • Matric (Grade 12) • Degree or National Diploma in Accounting/ Finance • Strong communication skills, self-motivated, and be able to use initiative • Can handle a high volume of pressure and be a team player • Ability to handle confidential information • Good computer literacy (especially MS. Excel and Word) • No experience required, full training support will be provided.

Competencies: • Basic knowledge of financial management principles • Numerical and analytical skills • Report writing and communication skills • Willingness to learn and work in a team • Professionalism and confidentiality • Ability to follow instructions and meet deadlines

Responsibilities: • Processing payments of suppliers and third parties • Complete accurate reconciliation of supplier's accounts • Receive and record all supplier invoices and statements • File of all payment documentation • Recording of financial transactions in the accounting system • Maintain subsidiary accounts by verifying, allocating and posting transactions • Balance the general ledger by preparing a trial balance, reconciling entries • Process of bank reconciliation statements • Maintain payroll operations by following policies and procedures • Compile payroll related monthly reports • Resolve payroll discrepancies by collecting and analyzing the information • Maintain employee confidence and protecting payroll operations by keeping information confidential • Assist in budget preparation process • Assist in budget control and monitor • Reporting to National, Provincial Treasuries and other stakeholders • Assist in preparation of Annual Financial Statements • Procure goods and services for user departments • Process and issuing of purchase orders • Implement of Supply Chain Management Policy • Perform any other duties assigned by management.

The canvassing of councillors and/or management in respect of this position will lead to the disqualification of the applications. Application form, indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of qualifications, must be posted, with attention of: **The Municipal Manager, uMkhanyakude District Municipality, P O Box 449 (Lot 13433 Kingfisher Road) Mkuze, 3965.**

NO FAXED OR E-MAILED APPLICATIONS WILL BE ACCEPTED.

The closing date for applications will be at **16h00, Thursday, 17 July 2025.** (If you do not hear from us within 30 days of the closing date, regard your application as unsuccessful).

Enquires may be directed to: Mr W.B. Nxumalo, Senior Manager: Corporate Services, tel: (035) 573 8600.

The Municipality is an equal opportunity, affirmative action employer, and in this vein, appropriately qualifying women are encouraged to apply.

The Municipality reserves the right not to make an appointment.

MR W.M. NXUMALO: MUNICIPAL MANAGER