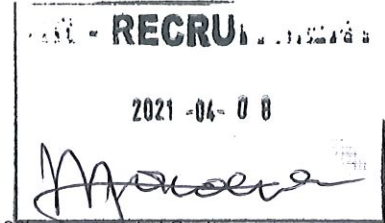




STEVE TSHWETE LOCAL MUNICIPALITY



A fast growing and financially sound Municipality, situated in the middle of Mpumalanga, only 120km from central Gauteng. Moderate climate with many surrounding holiday resorts. Steve Tshwete Local Council is committed to achieve and maintain diversity and equity in employment in respect of race, gender and especially disability.

Suitably qualified candidates are invited to apply for the following position/s before the closing date of:

CLOSING DATE: 23 APRIL 2021

DIRECTORATE: FINANCIAL SERVICES

ACCOUNTANT: BUDGET AND REPORTING

DEPARTMENT: FINANCIAL SERVICES: BUDGET AND REPORTING

POST LEVEL: 06

SALARY SCALE: R384 300/ R403 851/ R424 362 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance

REQUIREMENTS: Grade 12 plus relevant National Diploma in Management Accounting / Accounting/ Public Finance Management & Administration or relevant equivalent qualification (NQF level 6). Municipal Finance Management Programme (CPMD) would be an added advantage. 2-3 years' experience in Municipal Budgeting. Computer literacy (Ms Office) especially advanced in Excel. Valid Code B driver's license.

KEY PERFORMANCE AREAS: Preparing and capturing budget virements. Handling of all grants payments. Monthly reconciliation and balancing of all grants received. Budget control to ensure votes do not overspend. Preparing monthly and quarterly reports for council and submission to relevant Provincial and National Treasury. Weekly reporting on Budget expenditure patterns. Assist with compilation of annual/ adjustment budgets and midyear assessment/ annual report.

REF: 2010

DIRECTORATE: CORPORATE SERVICES

HUMAN EMPLOYMENT SERVICES OFFICER

DEPARTMENT: HUMAN RESOURCES MANAGEMENT

POST LEVEL: 06

SALARY SCALE: R384 300/ R403 851/ R424 362 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance


REQUIREMENTS: Grade 12 plus relevant National Diploma in Human Resources Management or relevant equivalent qualification (NQF level 6). Minimum of five (5) years' experience in the HR Functions with in-depth knowledge of the recruitment processes. Sound Knowledge of S.A. Labour Legislation and other Legislation applicable to Local Government, HR Systems. Computer literacy. Valid code B driver's license. 2-3 Supervisory experience required.

KEY PERFORMANCE AREAS: Recruitment and selection: Compilation of advertisement and the placement of adverts in the relevant media formats. Compilation of schedules and shortlists. Hold structured panel interviews. Compiling

assessments and administering of assessment sessions. Compilation of recruitment related reports. Use of HR Software systems, personnel administration, verification service programs. Interpretation of S. A. Labour Law and Bargaining Council Agreements and other related functions. Perform other HR related duties as delegated by management.

REF: 0115

PLEASE NOTE:

1. The appointment of a candidate is at the Steve Tshwete Local Councils' sole discretion, taking into account all relevant legislation, council policies and procedures, notwithstanding our Employment Equity goals.
2. The submission of an application gives Steve Tshwete Local Council the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include vetting of criminal records, academic qualifications, employment reference checks (current and previous employers) etc.
3. Applicants who have not been responded to within six weeks of the closing date should consider their applications unsuccessful.
4. Steve Tshwete Local Council reserves the right not to make an appointment in any or all of the above vacancies, and correspondence will only be limited to short-listed candidates.
5. Applications must be submitted on the prescribed form (available from the Municipal Offices or can be printed from Council's web site "www.stlm.gov.za") or by means of a detailed Curriculum Vitae and Covering Letter, together with certified copies of qualifications or certificates and identity document (Max 4 MB) to: ApplicationsHR@stlm.gov.za
Further Enquiries: Human Resources Management: Tel: (013) 249 7000.
6. Hand delivered applications must be deposited in the application for employment box provided at the Steve Tshwete Local Municipality, Ground Floor, Cnr Walter Sisulu Street and Wanderers Avenue, Civic Centre, Main Entrance, Middelburg
7. Incomplete or incorrect information on an application form or CV form will disqualify an applicant.
8. People from previously disadvantaged groups (HDI's) and People living with disability are Encouraged to apply 

9. In order to ensure compliance with Covid-19 regulations and restrictions only e-mailed Applications or Applications dropped in the application for employment box will be accepted. All applications must reach the Municipality by the closing date.