



Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply.

BUDGET AND TREASURY OFFICE

**SALARY & REPORTING OFFICER - LEVEL 06
(Ref: PF - S & RO/001)**

SALARY: R 267 684.00 PER ANNUM

BENEFITS: NORMAL MUNICIPAL BENEFITS

REQUIREMENTS

- B Com Accounting or equivalent three year tertiary qualification. Sound Computer literacy on Microsoft Office application and knowledge of PayDay & Caseware software will be an added advantage. 1 year relevant payroll administration experience and 1 year relevant MFMA reporting experience

COMPETENCIES AND SKILLS

- Must have good knowledge and understanding of administrative procedures and legislative requirements for specific tasks.

KEY PERFORMANCE AREAS

- Executes specific procedures and applications associated with the verification and processing of payroll information
- Ensure payroll system are accurately and efficiently maintained in accordance with laid down procedures and guidelines
- Coordinating the recording and processing procedures of Salary / HR transactions
- Ensure the processing of salary and expenditure transactions are completed accurately in accordance with laid down accounting procedures and practices.
- Ensure compliance with the Municipal Finance Management act and other statutory reporting

requirements.

- Ensure that budget is compiled according to the Municipal Finance Management Act.
- Ensure that records are up to date, reflective of activities of the division and made available to support transactional sequences and applications. .

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicate the position you are applying for and must be sent by post to: The Executive Mayor, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

Qualifications, employment background check and a security vetting will be done for all the shortlisted candidates.

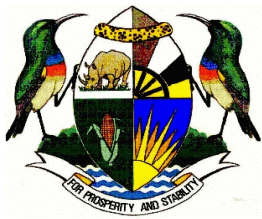
Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 during office hours.

Closing Date: 30 January 2015 @ 12h00

Should you not be contacted within 90 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised post.

**M S MABOTJA
MUNICIPAL MANAGER**



Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply.

RE-ADVERTISEMENT

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES

ENVIRONMENTAL HEALTH PRACTITIONER X 2 - POST LEVEL 08

Stations: Mookgophong & Modimolle Municipality Areas

(Ref: PF-EHP/04/1)

Salary: R 208 884.00 per annum

Benefits: Normal municipal employee benefits

Requirements:

National Diploma in Environmental Health and must be registered with Health Professional Council of South Africa, 1 year experience (Community Service). Must have a valid driver's license (code 08), be able to cope with workload pressure and be prepared to work long hours. Computer literacy (MS-word, excel and PowerPoint)

Knowledge:

The incumbent must have extensive knowledge and understanding of municipal health operations. In-depth knowledge of legislations regulating the municipal health and knowledge of all aspects of community health operations

Skills:

Have planning, organising and management skills. Be able to interface effectively with internal and external clients. Be a strong team player and an excellent people motivator. Ability to use the following skills: analysis skills; negotiation skills; project management; networking and presentation skills; and conflict management.

Key Performance Areas:

- Control premises, facilities and goods to ensure compliance with regulations and procedures.
- Control outbreak of communicable diseases to ensure the containment of the diseases.
- To implement municipal health principles.

- Execute municipal health procedures by investigating and monitoring compliance with statutory municipal and environmental health legislations and by-laws.
- Identify and control activities that present health threat to the communities within Waterberg.
- Create awareness of the importance of health.
- Compile monthly reports on investigations, productivity, etc.

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za & also available at Waterberg District Office's reception area and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicate the position you are applying for and must be sent by post to: The Acting Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

Qualifications, employment background check and a security vetting of candidates will be done.

Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 during office hours.

NB. CANDIDATES WHO APPLIED BEFORE ARE ADVISED TO RE-APPLY

Closing Date: 30 January 2015 @ 12h00

Should you not be contacted within 90 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised post.

**M S MABOTJA
MUNICIPAL MANAGER**



Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply.

RE-ADVERTISEMENT

CORPORATE SUPPORT & SHARED SERVICES

SENIOR RECORDS CLERK – POST LEVEL 08

(Ref: PF-SrRC/02/1)

SALARY: R 208 884.00 per annum

BENEFITS: NORMAL MUNICIPAL BENEFITS

REQUIREMENTS

Grade 12 (NQF 4), sound computer knowledge (MS word, Excel, Power-point, Office Outlook) plus 2 years' experience in Office Administration. A valid driver's license

COMPETENCIES AND SKILLS

Good interpersonal and communications skills. Must be able to deal with confidential documents/information. Ability to write submissions, reports and registry correspondences. Be able to work independently, long hours and under pressure when necessary to meet deadlines. Thorough knowledge of practices and legislation applicable to Registry Function.

KEY RESPONSIBILITIES

- Implements and maintains procedures and systems associated with controlling the flow, storage, retrieval and disposal of functional documentation and correspondence.
- Capturing using sequential codes and monitoring the status of correspondence received / dispatched on the Orbit System and records / filing system. In accordance with relevant legislation;
- Coordinating sequences to facilitate the archiving and disposal of aged / obsolete records.
- Keeping records of all Council, Mayoral and other Committees agendas, minutes,

resolutions etc.

- Controls workflow processes and output levels administrative
- Updating and forwarding records of equipment located within the Unit and reports on loss / damage
- Attending to and making available information to support settlement of insurance claims
- Providing guidance to departmental personnel on administrative system application and information recording / updating procedures
- Monitoring adherence to procedural requirements related to the accessing and issuing of document files and coordinate sequences to facilitate documents / files retrieval from users.

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicate the position you are applying for and must be sent by post to: The Executive Mayor, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

Qualifications, employment background check and a security vetting will be done for all the shortlisted candidates.

Further enquiries may be directed to Ms. Portia Makibelo at tel. no. 014 718 3367 during office hours.

NB. CANDIDATES WHO APPLIED BEFORE ARE ADVISED TO RE-APPLY

Closing Date: 30 January 2015 @ 12h00

Should you not be contacted within 90 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised post.

**MS MABOTJA
MUNICIPAL MANAGER**



Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply.

RE-ADVERTISEMENT

**CORPORATE SUPPORT & SHARED SERVICES
RECEPTIONIST / TELEPHONIST – POST LEVEL 09
(Ref : PF-R/T/02/1)**

Salary: R 175 848.00 per annum

Benefits: Normal municipal benefits.

REQUIREMENTS

- Grade 12 (NQF 4), plus computer literacy (MS Word/Excel/PowerPoint) a Call Centre Certificate will be an advantage. A minimum of one year switchboard / call centre experience / Office Administration. Language proficiency in Sepedi, English and Afrikaans.

KNOWLEDGE AND SKILLS

- Excellent planning, coordinating and organizational skills
- Telephone etiquette skills;
- Ability to give attention to details;
- Must have knowledge of methods, practices, and techniques of modern call centre operations / management;
- Ability to work adequately, independently, copes with work load pressure and meets deadlines. Must be prepared to work shifts.
- Language proficiency in Sepedi, English and Afrikaans

DUTIES

- Performs tasks associated with the provision of Receptionist / Telephonist Service
- Attending to telephonic calls and visitors to the Municipality, establishing nature of visit and directs requests to appropriate personnel
- Recording details of enquiries and / or messages in the absence of personnel and forwarding for attention upon availability

- Communicating routine information to the enquirer referring to the municipal calendar, directory and other sources of information detailing the facilities and functions of the Municipality.
- Announcing through the intercom the general messages, meetings, close of business
- Establishing whereabouts of required officials without telephone extension by their supervisors or for assistance in other offices.
- Following up officials on their cell-phones who are not in the office and giving urgent messages.
- Maintaining and access records of all telephone calls made by officials and handle outgoing correspondence.
- Issuing of telephone pin codes for newly appointed officials
- Confirming and updating the telephone list of the institution and alerting or circulating to all officials
- Updating telephone files, inserting current and relevant information and seeking approval on the destruction of old or outdated correspondence / documentation
- Retrieving supporting documentation and records to facilitate and support query resolution.
- Registering all outgoing letters and ensuring that they are timely posted.

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicate the position you are applying for and must be sent by post to: The Executive Mayor, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

Qualifications, employment background check and a security vetting will be done for all the shortlisted candidates.

Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 during office hours.

NB. CANDIDATES WHO APPLIED BEFORE ARE ADVISED TO RE-APPLY

Closing Date: 30 January 2015 @ 12h00

Should you not be contacted within 90 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised post.

**MS MABOTJA
MUNICIPAL MANAGER**



The Waterberg District Municipality situated in Modimolle in the Province of Limpopo, intends to appoint an Internal Auditing Intern as stipulated below:

RE-ADVERTISEMENT

**OFFICE OF THE MUNICIPAL MANAGER
INTERNAL AUDIT INTERN X 2**

(Two-year fixed term – internship contract)

(Ref: PF-IAI /05/1)

STIPEND: R100 000 PER ANNUM (ALL INCLUSIVE)

REQUIREMENTS:

Applicants must have a three- year B-com degree or Diploma in Commerce majoring in Accounting and Auditing or relevant qualification. Have good verbal and written communication skills in English. Must be computer literate.

The intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures. The candidate must be between the ages of 21 and 35.

Internship overview: The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007.

KEY PERFORMANCE AREAS INCLUDE:

- Assist with planning and development of audit program.
- Assist in execution of audit as per audit program
- Assist in reporting audit findings and make recommendations for corrections of unsatisfactory findings
- Assist in conducting follow-up audit

- Assist in conducting management request or ad hoc audits
- Ensure compliance with acceptable audit standards, working papers and pre-set plans.
- Give administrative support to audit committee and audit unit
- Review the internal control system of the municipality
- Ensure municipal compliance to MFMA and other applicable legislations

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicate the position you are applying for and must be sent by post to: The Executive Mayor, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

Qualifications, employment background check and a security vetting will be done for all the shortlisted candidates.

Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 during office hours.

NB. CANDIDATES WHO APPLIED BEFORE ARE ADVISED TO RE-APPLY

Closing Date: 30 January 2015 @ 12h00

Should you not be contacted within 90 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised post.

**MS MABOTJA
MUNICIPAL MANAGER**



Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply.

RE-ADVERTISEMENT

BUDGET AND TREASURY OFFICE

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME

FINANCIAL INTERN

(Two-year fixed term – internship contract)

(Ref: PF – MFMIP/05/1)

SALARY: R 100 000.00 (per annum) an all-inclusive package

REQUIREMENTS:

Applicants must possess a three- year B. com. Degree / Diploma in Financial Management (Economics, Accounting or Finance) including either Risk Management and/or Auditing, among others. No experience required. The intern will work closely with the Chief Financial Officer.

The intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures. The candidate must be between the ages of 21 and 35.

Internship overview: The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007.

KEY PERFORMANCE AREAS INCLUDE:

- Implementation of GRAP and Budget Reforms
- Financial and Performance reporting
- Change, Risk and Project Management
- Expenditure and revenue management
- Supply chain/ procurement management
- Implementation of the Municipal Finance Management Act
- Asset Management,

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za & also available at Waterberg District Office's reception area and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicate the position you are applying for and must be sent by post to: The Acting Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

Qualifications, employment background check and a security vetting of candidates will be done.

Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 during office hours.

NB. CANDIDATES WHO APPLIED BEFORE ARE ADVISED TO RE-APPLY

Closing Date: 30 January 2015 @ 12H00

Should you not be contacted within 90 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised post.

M S MABOTJA
MUNICIPAL MANAGER