

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.

OFFICE OF THE MUNICIPAL MANAGER

REF: 4/3/1 – MC36MMDP009

Division: Performance Monitoring and Evaluation

Position: PMS Administrator • Station: Modimolle • Post Level: 08

Salary: R 392 532.00 (Basic Salary per annum excluding Municipal Employee Benefits)

Term of appointment: Permanent

REQUIREMENTS: Grade 12, Plus National Diploma in Human Resources Management/Public Administration or relevant qualification. A minimum of 2 years' experience in the relevant field, Computer Literacy Computer literacy and Code C1 driving license will be added advantage. **KNOWLEDGE AND SKILLS:** Sound computer knowledge, especially with spreadsheet formulation and database applications. Attention to detail. Good communication and report-writing skills. Basic knowledge of PMS policies and procedures. Ability to work in a team. **KEY PERFORMANCE AREAS:** Capture and updates information related to activities associated with the PMS functionality. Extracts specific reports as requested by the Manager and forwards to relevant departments. Performs specific activities associated with providing support to line functions. Gather information on Performance Management System. Performs specific activities associated with communications and providing support to line functions. Collect and check portfolio of evidence files from various departments. Apply methods and standards to determine specific requirements and dimensions of Performance Management. Provides information and/or reports on the status and outcomes internally/externally. Arrange District Monitoring and Evaluation Forum. Updates the development of Performance Plans/Scorecards for staff members. Perform other duties incidental thereto as may be assigned by the Supervisor.

BUDGET AND TREASURY OFFICE

REF: 4/3/1 - MC36BTSM003/2

Division: Supply Chain Management

Position: Senior Supply Chain Administrator

Station: Modimolle • Post Level: 08

Salary: R 392 532.00 (Basic Salary per annum excluding Municipal Employee Benefits)

Term of appointment: Permanent

REQUIREMENTS: Grade 12, plus National Diploma in Supply Chain / Procurement / Purchasing/Finance or relevant qualification. MFMP Certificate, 2 years' experience in the finance related field, Computer Literacy Computer literacy and Code C1 driving license will be added advantage. **KEY RESPONSIBILITIES:** Co-ordinates specific logistical and procedural requirements associated with the Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee meetings. Provides secretarial support to Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee. Assist with the compilation of Statutory reports in terms of the MFMA and the Supply Chain Management Regulations. Providing all departments with information regarding the Supplier Database. Issuing orders for all departments within 3 days after checking requisition and budget. Issuing and ordering stationery for finance department. Maintain and update the fixed asset register, barcode assets and prepare the relevant journals relating to the fixed assets register. Maintains relationships with service providers/ vendors and contractors. Compiles a register of all officials who have been delegated authority to approve the procurement of goods and services. Manages the disposal of municipal goods no longer needed and/or are redundant. Provides internal support to Departments on SCM, Contract and Tendering issues. Manages the initiation, preparation of tender documentation, receives and prepares tender documentation and co-ordinates the compilation of the Specifications Committee Agenda for consideration by the Specifications Committee. Compiles a register of officials owning companies approved by Council. Promotes and implements Black Economic Empowerment Programmes and provides advice to suppliers/service providers and tenderers on the procurement and tendering process.

BUDGET AND TREASURY

Position: Reporting Specialist • Post Level: 03

Salary: R 765 972.00 (Basic Salary Per Annum Excluding Municipal Employee Benefits) Plus a travelling allowance of 750km per month

Reference No.: MC36BTR001

Benefits: Normal municipal benefits • Term of appointment: Permanent

REQUIREMENTS: Grade 12, Plus Bachelor Degree in Accounting/Finance or equivalent. A Certificate in Municipal Finance Management Programme (MFMP) (SAQA qualification ID No: 48965) will be an added advantage. A minimum of 5 years' experience in financial management, of which 3 years must be at supervisory level. Computer literate. Valid driver's license (code EB). **KNOWLEDGE:** • Must have good governance, ethics and values in financial management • Municipal Finance planning and reporting • Proven knowledge and understanding of the legislative framework governing financial reporting in local government including the compilation of Annual Financial Statements which are GRAP compliance. • Knowledge and understanding of the municipal environment • Working knowledge of Case ware financial reporting software. **COMPETENCIES:** • People management • Programme and Project management • Planning and organising • Analysis and innovation • Strategic and operational financial management • Financial and performance reporting • Governance leadership • Communication. **KEY RESPONSIBILITIES:** • Preparation and Compilation of financial Statements (AFS) • Support the Chief Financial Officer to analyse and evaluate the financial report to understand the impact. • Manage the timely preparation, submission and publication of statutory report. • Ensure that the content of financial reporting is specific, measurable, accurate and valid, reliable and time specific. • To strategically direct and manage the provision of financial management and reporting support services to the Municipality • Assessing and monitoring the impact of financial and non- financial changes on plans, including national and provincial policy statement changes • Managing the implementation of service delivery plans within the legislative and regulatory framework pertaining to the area of responsibility. • Identifying and managing all financial risks in plans. • Formulating plans, strategies and goals based on the past and current performance and financial position of the Municipality • Managing the development of financial models and scenario plans to support decision making processes • Supporting the

Chief Financial Officer in overseeing the financial management, tax implications and performance of service delivery mechanisms, both internal and external and outsourced service agreements • Monitoring and addressing non-compliance with financial management policies and procedures • Assisting with the budget preparation, adjustment and implementation process • Supporting the Chief Financial Officer in ensuring that the budget is aligned to the relevant policies and the Integrated Development Plan and Service Delivery and Budget Implementation Plan • Reporting on capital and operational budget expenditure • Monitoring and managing irregular, unauthorised and/or wasteful expenditure • Reporting the Municipality's revenue management programme, including Debt Collection, Credit Control. • Reporting on grants in line with legislative requirements and national guidelines • Making sure that the relevant audit authorities have timely access to the financial records and all relevant information of the Municipality to enable them to perform their respective functions.

BUDGET AND TREASURY

Position: Salary Officer • Post Level: 06

Salary: R 503 004.00 (Basic Salary Per Annum Excluding Municipal Employee Benefits)

Reference No.: MC36BTEx006

Benefits: Normal municipal benefits • Term of appointment: Permanent

REQUIREMENTS: Grade 12, plus National Diploma in Accounting/ Financial Management or relevant qualification. A certificate in MFMP and knowledge of Payday System will be an added advantage. A minimum of 3 years' experience in finance related field of which 1 year must be in payroll. Computer literacy and a valid driver's license (code 08). **KNOWLEDGE and SKILLS:** Payroll procedures. Applications and regulations related to payroll. Good interpretation of the Collective Agreements in relations to employees and councilors benefits and remuneration. Understanding of the MFMA. Time and Financial management, high level of accuracy, confidentiality, diversity management. **KEY RESPONSIBILITIES:** Updates and maintains the payroll information system and processes salary payable to staff members and councilors. Attends to the application of specific processes associated with updating the Payroll System parameters. Co-ordinates specific sequences associated with the employment and terminations of personnel. Collates and prepares qualitative and quantitative information for inclusion into specific statutory reports. Reconciliation and payment of statutory deductions and contributions, e.g. pension, medical aid and SARS. Implement and reconcile salary and other related increases. Preparation of banking advice for various salary payments. Prepare and submit IRP5 reconciliation to SARS. Ensuring monthly audits trails are prepared, authorized and filed for audit purposes. Reconciliation and calculations of leave and provisions.

BUDGET AND TREASURY

Position: Payroll Clerk • Post Level: 08

Salary: R 392 532.00 (Basic Salary Per Annum Excluding Municipal Employee Benefits)

Reference No.: MC36BTEx002

Benefits: Normal municipal benefits • Term of appointment: Permanent

REQUIREMENTS: Grade 12 plus National Diploma in Accounting/Financial Management or relevant qualification. A certificate in MFMP and knowledge of Payday System will be an added advantage. 2 years' experience in the relevant field, Computer literacy and Code C1 driving license will be added advantage. **KNOWLEDGE and SKILLS:** Payroll procedures. Applications and regulations related to payroll. Good interpretation of the Collective Agreements in relations to employees and councilors benefits and remuneration. Understanding of the MFMA. Time and Financial management, high level of accuracy, confidentiality, diversity management. **KEY RESPONSIBILITIES:** Updating and validating salary information pertaining to new and current employees. Checking the accuracy of details recorded on transactional documentation (new applications and cancellations of rental subsidies, housing subsidies, bond applications, etc.) and updating work in progress information/ data on payroll system. Creating creditor codes and ledger entries for instalment deductions. Calculating and reconciling records such as medical aid payments, death claims, retirement benefits, disability claims, etc. Checking and calculating overtime claims and reporting errors to the supervisor. Processing insurance deductions/cancellations or replacements and update employee salary deduction records. Sorting and distributing payslips to employees. Filing completed transactions in alphanumeric or chronological sequence and/ or retrieves files/ folders on request from departmental personnel. Updating files with current and relevant information pertaining to maintenance of employee benefits data on payroll. Attending to employee queries relating to salary benefits information and retrieving supporting documentation/ correspondence and records to facilitate and support query resolution. Creating new appointments employee records or deleting termination of employment, employee records.

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za or obtainable from the reception desk. The form must be accompanied by a detailed updated CV, recently (not older than 3 months) originally certified copies of qualifications, ID, driver's license and a signed covering letter that indicate the position you are applying for and must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X 1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed, e-mailed, late applications and those without the relevant accompanying documents will not be considered.

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

Further enquiries may be directed to Ms. RPT Makibelo at tel.no. 014 718 3367 or Mr. MJ Matlou at 014 718 3339 during office hours.

Closing Date: 29 May 2026 @ 16:15

Correspondence will be limited to short-listed candidates only. Should you not be contacted within 90 days of the closing date please consider your application unsuccessful.

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

P RAPUTSOA - MUNICIPAL MANAGER

