

DIPALESENG MUNICIPALITY



INTERNAL/EXTERNAL ADVERTISEMENT

Department: Finance

Position: Accountant Supply Chain

Salary: R285 800.00—R294 166.00—R301 722.00

Level: 3

Minimum Requirements: Grade 12, 3 year's tertiary qualification in Accounting and/or Local Government Finance/Financial Management, Supply Chain Management and Logistics. Certificate in Municipal Financial Management (SAQA qualification ID No. 48965) or credits towards the Certificate in Municipal Finance will be added advantage. 3 year relevant experience. Experience in Local Government will be added advantage. Computer Literacy. Valid driver's license. The incumbent must be vetted by South African Police Services to work with the department. Code EB drivers' license.

Competencies: Proactive and decisive under pressure. Ability to interact professionally with a diverse group, including executives, managers and subject matter experts. Compliance with the Supply Chain Ethical requirements and professionalism. Understanding Local Government and legislation governing finance.

Responsibilities/Duties: Co-ordinates and controls the Supply Chain Management processes. Implement the SCM systems. Categorizing applications received from Service Providers/ Vendors, referring to regulatory mechanisms and procedural guidelines to differentiate and/ or allocate applications. Applying appropriate process and bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers. Coordinates the bid specification, bid evaluation and bid adjudication committees, and facilitate the proper functioning of the committees. Manage the Demand Management processes. Facilitate the evaluation of quotations and open bids. Facilitate the adjudications of quotations and open bids. Ensure that procurement of goods and services is carried out in line with regulatory framework. Create and maintain an electronic vendor // supplier registration database. Maintain entity and individual statuses on the SCM system. Monitor compliance to norms and standards, in association with Internal Audit. Ensure cost-efficiency of SCM processes. Compile a register of all officials owning businesses approved by Council. Supervise the subordinates of the SCM Unit. Ensures compliance with all related legislation and SCM regulations. Respond and investigate SCM complaints and advise. Coordinate the internal support to departments on SCM matters. Screening of recommended supplier that are enlisted on Central Supplier Database. Preparing of monthly and quarterly reports for all procurements deviations in line with procurements regulations. Ensuring that prospective and registered suppliers of goods and services are not discredited on the database of National Treasury. Ensuring that a supplier or any director of shareholder of a supplier is not registered in "service of state" as per CSD report. Ensuring that procurement processes for the difference categories of acquisition as per the supply chain policy are followed. Verifying of bid evaluation reports of tenders for goods and services and infrastructure projects advertised before submitting for approval.

Department: Finance

Position: Senior Debtors Clerk

Salary: R235 593.00—R246 967.00—R258 859.00

Level: 5

Minimum Requirements: Grade 12. 3 year's tertiary qualification in Accounting and/or Financial Management. Certificate in Municipal Financial Management (SAQA qualification ID No. 48965) will be added advantage. 2 year's relevant experience. Experience in Local Government Valid driver's license. The incumbent must be vetted by South African Police Services to work with the department. Code EB drivers' license.

Duties: Respond to customer's queries. Attending to the printing and posting of consolidated bills to customers. Reconciliation of age analysis to control accounts. Drafting of demand letters. Coordinating the debt acknowledgement and payment arrangement. Filing of documents according to the approved file plan. Receiving and sorting files of meter readings per admin unit. Capturing of monthly meter reading. Issuing of notices for re-takes of meter readers. Adjustment of over or under meter readings. Re-evaluate the revised meter readings before capturing it to financial systems. Capturing of estimates meter readings on faulty meters. Re-running of the exceptions reports. Implementing of the accurate account numbers and approved Council tariffs. Running of monthly accounts. Ensuring of distribution of accounts to correct registered customers. Preparing for the printing of consumer accounts. Preparing and inputting property rates adjustments. Process all financial transactions associated with municipal utilities and services rendered to the public. Print duplicate accounts for the public, issuing history summaries to debtors and issuing rates certificates to state pensioners. Provide outstanding councillor accounts to the relevant section. Update files with current and relevant information pertaining debtor administrative activities. Supervise all accounts in terms of water and electricity consumption. Explain charges and/ or billing processes to customers on request or as and when necessary. Correction of accounts

*Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualification for the attention of Director Corporate Services, Private Bag X1005 Balfour 2410 or hand deliver applications at Dipaleseng Local Municipality Offices at Corner Themba Shozi and Johnny Mokoena Street, Balfour 2410, in application box at Reception, on or before **28 September 2018. NB***. No faxed or e-mailed applications will be considered. Administrative enquiries should be forwarded to Human Resources, **Thulani Mahlangu at 071 296 2092.***