UMKHANDLU
UMSHWATHI
MUNICIPALITY

uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

**EXPENDITURE CONTROLLER**
**(NOTICE NUMBER: D2026/27/003)**
**Salary Level T10: R 25 117.00 – 32 603.65 per month**

In addition to the Basic Salary, successful applicants will receive, inter alia, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

**REQUIREMENTS:**

- Matric
- Minimum of NQF 6 National Diploma in Financial Accounting or relevant qualification
- Certificate in Municipal Finance Management Program will be an added advantage
- 0 – 2 years relevant experience
- Computer Literacy

**RESPONSIBILITIES:**

- Coordinates the application of procedures and sequences associated with administration and processing of creditor accounts and performing specific clerical and accounts updating/reconciliation activities and maintaining the registers and information related to specific creditor payment activities, by

  - Performing specific tasks/activities associated with the processing and updating of transactional information with respect to specific Creditor Accounts
  - Executing applications associated with the preparation and submission of specific documents/reports and maintains records/information
  - Attending to queries/enquires and makes information available
  - Performing other duties related to the position as instructed by the supervisor.

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

**Applications in sealed envelopes clearly marked:**
Application for a vacant post of **Expenditure Controller**
Municipal Manager
uMshwathi Municipality
Private Bag x29
Wartburg, 3233
Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

**Further information can be obtained from the Manager Human Resources Ms A Mkhize on: (033) 816 6800.**
Faxes, emails or late applications will not be accepted. Z83 forms will not be accepted, only application form required. If you are not contacted within a month after the closing date you should consider your application unsuccessful. Failure to comply with the above instructions will lead to your application being

disqualified. Canvassing of Councilors or officials will disqualify candidates. The Council subscribes to an Employment Equity Act, which is non-discriminatory and based on merit. **Women and persons living with disabilities are encouraged to put forward their applications for this position.**

**Closing Date:** 16 November 2016 **at 16h00.**

**RM Khanyile**
**Municipal Manager**

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uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

**ASSET CONTROLLER**
**(NOTICE NUMBER: P2026/27/004 )**
**Salary Level T9: R 22 309.51 – R 28 959.78 per month**

In addition to the Basic Salary, successful applicants will receive, inter alia, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

**REQUIREMENTS:**

- Matric
- Minimum of NQF 6 National Diploma in Property Asset Management/ Finance/ Property Valuation or relevant qualification
- Certificate in Municipal Finance Management Program will be an added advantage
- 2 – 5 year's years relevant experience
- Minimum of a valid Code B Driver's License

**RESPONSIBILITIES:**

- Co-ordinates and controls the tasks and activities associated with Asset Management functionality through implemented policies and procedures, through the development of sound relationship and even distribution of work with internal and external service providers, and verifying the asset management database is utilized for extracting suppliers and service providers by,

    - Co-ordinating and controlling sequences associated with the verification and provision of information related to asset management transactions
    - Performing specific sequences associated with maintaining electronically based financial information/ data and files/ records
    - Interacting and cultivating strategic alliances with suppliers and service providers on assets performance
    - Performing any other duties related to the position as instructed by the immediate superior.

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

**Applications in sealed envelopes clearly marked:**
Application for a vacant post of **Asset Controller**
Municipal Manager
uMshwathi Municipality
Private Bag x29
Wartburg, 3233
Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

**Further information can be obtained from the Manager Human Resources, Ms A Mkhize on: (033) 816 6800.**

Faxes, emails or late applications will not be accepted. Z83 forms will not be accepted, only application form required. If you are not contacted within a month after the closing date you should consider your application unsuccessful. Failure to comply with the above instructions will lead to your application being disqualified. Canvassing of Councilors or officials will disqualify candidates. The Council subscribes to an Employment Equity Act, which is non-discriminatory and based on merit. **Women and persons living with disabilities are encouraged to put forward their applications for this position.**

**Closing Date:** 16 November 2026 **at 16h00.**

**RM Khanyile**
**Municipal Manager**