

## **NDLAMBE MUNICIPALITY**



## **VACANCIES**

### **1. ACCOUNTANT- ASSET MANAGEMENT - (SALARY SCALE: R 331 258.44 – R 430 012.80 p.a.) TASK GRADE 11 OF A CATEGORY 3 LOCAL AUTHORITY**

Applications are invited from persons who consider themselves suitably qualified for the above position.

#### **QUALIFICATIONS AND EXPERIENCE:**

- B. Com degree in accounting or equivalent to NQF Level 7 qualification with accounting 3
- Minimum of four years to three years' experience in asset management section in a Local Municipality.
- Code B driver's license without any endorsement
- Be prepared to work long hours, weekends in line with the BCEA
- No criminal record.

#### **ESSENTIAL KNOWLEDGE AND SKILLS**

- Knowledge of GRAP, MFMA, mSCOA and Treasury regulations
- Good communication skills (written and verbal)
- Sound computer literacy, reporting and presentation skills

#### **DUTIES: KEY PERFORMANCE AREAS**

- Ensure that the accurate data is captured into the Fixed Asset Register.
- Ensure the Fixed asset register complies with the relevant GRAP standards 16,17,31,103.
- Attending to the compilation of disposal of assets according to the Supply Chain Management Act.
- Identify and investigate any obsolete assets. Assess the conditions of the assets and identify assets that should be replaced /disposed and Request managers in all departments to send obsolete assets to asset store. report to the Budget Manager
- Monitor and review Capital Expenditure and report on Capital Additions and Capital Expenditure on Work In Progress and follow up on progress and completion of the projects
- Monitoring of Insurance Portfolio of Council Capital Assets, ensuring that insurance claims are submitted and processed within specific time periods.
- Supervision of subordinates
- Perform reconciliations relating to the updating of the fixed asset register and the general ledger.
- Compiling and maintaining the implementation of approved budgets, analyzing and correcting/ approving deviations of incidental costs.
- Submit monthly report to Budget and Reporting Manager.
- Submit the updated and GRAP compliant Fixed asset register to Manager Budget and Reporting for Annual Financial Statement.
- Address and respond to audit findings raised by AGSA and internal audit.

**2. ENVIRONMENTAL HEALTH PRACTITIONER (SALARY SCALE: R 331 258.44 – R 430 012.80 p.a.) TASK GRADE 11 OF A CATEGORY 3 LOCAL AUTHORITY.**

Applications are invited from persons who consider themselves suitably qualified for the above position.

**REQUIREMENTS:**

- National Diploma: Environmental Health
- Must be in possession of an unendorsed Code 08/EB Driver's Licence and be eligible to be appointed as a Peace Officer.
- A valid up-to-date proof of registration with the Health Professions Council of South Africa (HPCSA)
- Be a registered Environmental Health Practitioner (Independent Practice)
- Must have completed the one-year community services as per statutory requirement, plus at least a further 2 years relevant experience working in a similar field
- Must be computer literate

**KNOWLEDGE REQUIRED:**

- Coordination and reporting requirements associated with an in depth understanding and knowledge of relevant legislation, acceptable practises and procedures
- Practical knowledge of policies, guidelines, regulations and legislation pertaining to and incidental to Environmental Health services.

**DUTIES: KEY PERFORMANCE AREAS:**

- Conduct inspections and investigations of residential, commercial or other occupied premises and/or open spaces, public facilities to determine compliance with By-laws and applicable legislations.
- Enforce specific procedures and measures on residents, commercial and industrial businesses by reporting continuous.
- Conducting awareness campaigns on acceptable practices and procedures in relation to Environmental Health and Waste Management.
- Distribute information, educate and advise on practises that negatively impact on the environment.
- Implement measures to prevent Environmental Health hazards.
- Preparing monthly reports to be submitted to the Director: Community and Protection Services.
- Ensure the provision of a clean and conducive healthy environment and deliver a better quality of life to the residents of Ndlambe Municipality area of jurisdiction.
- Perform duties as contained in the environmental health scope as published by the Minister of Health.
- Obey any lawful instruction by your Supervisor.

To apply, please send your C.V, certified copies of qualifications, ID document, cover letter, and driver's license **(including details of at least 3 contactable references with email addresses)** to the \*Human Resource Unit\*, Ndlambe Municipality, P.O. Box 13; Port Alfred, 6170 OR Hand deliver at HR Offices at 01 Causeway Road, Civic Centre, Port Alfred. Application forms are downloaded on the Municipal website [www.ndlambe.gov.za](http://www.ndlambe.gov.za). Please note that no late submission, faxed or emailed applications will be considered.

**For enquiries kindly contact the Human Resources Section at 046 604 5500. The closing date is Monday, 05 May 2025**

Employment Equity Plan will be complied with. All applications who do not receive any response within 21 days of the advertisement, should know that their applications have not been successful.

**NOTICE NUMBER: 73 /2025**

**ADV. R DUMEZWENI**

**10 APRIL 2025**

**MUNICIPAL MANAGER**

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