

EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: PRINCIPAL CLERK CREDITORS AND CHEQUE ADMINISTRATION

PERMANENT APPOINTMENT

WC0440552/0440553

REFERENCE: FINCRECHQ 09/2023

Salary : R 224 076 – R 290 856 per annum T8
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- Grade 12
- Computer literate (MS Office)
- 2-5 years' relevant experience

COMPETENCIES:

- Core Professional Competencies: Written and Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising.
- Functional Competencies: Business Processes, Use of Technology, Data Processing & Analysis.
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery, Orientation, Client Orientation and Customer Focus.
- Personal Competencies: Action Orientation, Resilience, Change Readiness, Cognitive ability and Learning orientation.
- Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- Ensure that the correct amounts payable to the Creditors are determined and processed for payment.
- Ensure that all payments are processed for payment within 30 days of receipt.
- Ensure that an effective channel of communication is maintained with Council's suppliers.
- Ensure that outstanding, received and invoiced orders correspond with the main ledger on the Financial System.
- Ensure that the store totals corresponds with the totals in the main ledger.
- Ensure payments are accurate and legally correct and complies with the conditions of the MFMA.
- Ensure that payments adheres to Council policies and that all information on documentation is correct.
- Ensure that all stock items are processed and encapsulated on the electronic system.
- Ensure that communication channels are maintained and that all queries and problems are tended to.
- Ensure the administration is functional and that care is taken for record purposes to see that filing sequences are carried out as per guidelines.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must be able to communicate in 2 of the 3 official languages of the Western Cape
- Must have good numerical skills
- Must be dedicated and trustworthy
- Must have good interpersonal communication skills
- Must be able to function independently
- Must be able to work under pressure

- Must pay attention to detail (accounts)
- Must be reliable

ENQUIRIES: MS YOLAND GELDERBLOEM (044-801 9144)

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to FinancePosts@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before **28 SEPTEMBER 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete application form in full.**

Only electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: 28 SEPTEMBER 2023

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: IINKONZO ZEMALI

**IGAMA LESIKHUNDLA: UNOBHALA OYINTLOKO (ULAWULO LWABATYALWAYO KUNYE
NEETSHEKHI)**

UKUQESHA NGOKUSISIGXINA

WC0440552/0440553

IREFERENSI: FINCRECHQ 09/2023

Umvuzo : R 224 076 – R 290 856 ngonyaka T8
Iinzuzo ezongezelelweyo zenkonzo : Uncedo loNyango, Umhlala phantsi, Isibonelelo seZindlu (ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi ye-13 kunye ne -Inshurensi yoBomi beQela

IIMFUNeko EZINCINANE:

- Ibanga le-12
- Ulwazi lwekhompyutha: MS Office
- 2-5 iminyaka yamava afanelekileyo

UBUCHULE:

- Ubuchule obungundoqo boBungcali - Unxibelelwano olubhaliweyo noNxibelelwano lomlomo, Ingqalelo kwinkcukacha, Impembelelo, Imigaqo yokuziphatha ngokusesikweni nobuchule, Ulwazi loMbutfo, Ukusombulula iNgxaki, uCwangciso noLungiselelo.
- Ubuchule bokusebenza - linkqubo zoshishino, Usetyenziso lwetehknoloji , Ukusetyenziswa koLwazi & noHlalutyo.
- Ubuchule bokuQhelaniswa neNkonzo zoLuNtu - Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa nonikezelo lweenkonzo, Ukuqhelaniswa nabaXumi nokuGxila kubaThengi
- Ubuchule boMntu - Ukuqhelaniswa neNyathelo, Ukomelela, Ukulungela inguqu, Isakhono sokuqonda, Ukuqhelaniswa nokufunda
- Ubuchule boLawulo/ bobuNkokheli: Impembelelo nefuthe, Ukuqhelaniswa neQela, Ukubeka Umkhomba ndlela, Ukuqeqesha kunye nokuThantamisa.

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Qinisekisa ukuba izixa zemali ezichanekileyo ekumele ihlawulwe kwabaTyalwayo ziyamiselwa kwaye ziqwalaselwe ukuze zihlawulwe.
- Qinisekisa ukuba zonke iintlawulo zenziwe ukuba zihlawulwe zingadlulanga iintsuku ezingama-30 zokufunyanwa kwazo.
- Qinisekisa ukuba umjelo osebenzayo wonxibelelwano uyagcinwa kunye nababoneleli ngeenkonzo beBhunga
- Qinisekisa ukuba ii-odolo ezingekahlawulwa, ezifunyenweyo kunye nekwenziwe uluhlu lwezinto ezithengisiweyo namaxabiso azo ezingekahlawulwa ziyangqinelana neleja eyintloko kwiNkqubo yeMali.
- Qinisekisa ukuba inani lilonke lempahla egciniweyo liyangqinelana nezinto zonke ezikwileja eyintloko.
- Qinisekisa ukuba iintlawulo zichanekile kwaye zichanekile ngokwasemthethweni kwaye ziyayithobela nemiqathango yeMFMA.
- Qinisekisa ukuba iintlawulo zihambelana nemigaqo-nkqubo yebhunga kwaye zonke iinkcukacha ezikumaxwebhu zichanekile.
- Qinisekisa ukuba zonke izinto zestokhwe ziyalungiswa zize zifakwe kwinkqubo yekhompyutha esebenzisa i-intanethi.
- Qinisekisa ukuba amajelo onxibelelwano ayagcinwa kwaye yonke imibuzo neengxaki ziyajongwa.
- Qinisekisa ukuba ulawulo luyasebenza kwaye inkathalo iyenziwa ngeenjongo zeerekhodi

ukuze kuqinisekiswa ukuba ulandelelwano lokuzaliswa luyenziwa ngokwesikhokelo.

IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA

- Kufuneka ukwazi ukunxibelelana ubuncinane ngeelwimi ezimbini eziseMthethweni zaseNtshona-Koloni
- Kufuneka ube nezakhono ezifanelekileyo zokubala
- Kufuneka uzinikele kwaye uthembeke
- Kufuneka ube nezakhono ezifanelekileyo zokunxibelelana nabanye.
- Kufuneka ukwazi ukusebenza ngokuzimeleyo
- Kufuneka ukwazi ukusebenza phantsi koxinzelelo.
- Kufuneka uthathele ingqalelo kwinkcukacha
- Kufuneka uthembeke

IMIBUZO: NKSX YOLAND GELDERBLOEM (044 - 801 9144)

IMIYALELO KUBAFAKI- ZICELO

Abafaki-zicelo kufuneka bangenise ifomu yesicelo esesikweni egcwaliswe onke amacandelo kunye neCV ebanzi, iikopi eziqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6 ubudala) zeziqinisekiso ezifanelekileyo, isazisi kunye nephepha-mvume lokuqhuba, ukuba liyafuneka. Izicelo kufuneka zingeniswe ngokufakwa kwikhompyutha kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa-FinancePosts@george.gov.za. Ifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kufuneka zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla **28 eyoMsintsi 2023** ngeye 12:00pm. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili. Abafaki zicelo kufuneka bagcwalise ifomu yesicelo ngokupheleleyo.**

Zizicelo ezingeniswe ngekhompyutha kusetyenziswa i-intanethi kuphela eziya kwamkelwa.

Ukuthintelwa:

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:

Ukungangeniswa kwamaxwebhu afunekayo okanye ukungeniswa kwamaxwebhu obuqhophololo

Ukurhwetyeshwa kooCeba kunye /okanye amagosa.

Ukungathotyelwa kwemiyalelo ekwisibhengezo sentengiso

QAPHELA: Nceda uqaphele apho kuyimfuneko, abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yohlolo nophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi oluya kuquka nolunye uphononongo olunxulumeneyo.

UMasipala ugcine ilungelo lokungaqeshi.

Ukuba awukhange uve kuthi phakathi kweenyanga ezi-3 zomhla wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelananomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye noLungelelwaniso kwiNgqesho. Ukhethe luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo

Ukuqeshwa kuya kuxhomekeka kwimfuneko yokusayinwa kwemvumelwano yengqesho kwaye, apho kufanelekileyo, isivumelwano sentsebenzo kunye nokubhengezwa kweenzuzo kunye nomdla.

UMHLA WOKUVALWA: 28 eyoMsintsi 2023