GREATER TZANEEN Municipality

VACANCY

The following position is being advertised and applicants are invited to apply.

DEPARTMENT-BUDGET AND TREASURY

1 X CLERK (BUDGET)
(Job Id Number 3/1/0/008)

Salary: R 374 325. 24 per annum (Job level 8)

The job purpose of Clerk (Budget) is to provide administration of capital and operational budgets, investment processes and reporting.

Key performance areas: The Clerk must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Perform financial services and reporting activities ▲ Provide assistance on the administration of the operational and capital budgeting processes. Provide assistance on preparation of monthly, quarterly, and yearly financial reports.

Requirements: Grade 12, Certificate in Financial Management or relevant qualification; knowledge of MSCOA, One (1) year relevant experience and good communication skills.

Applications should be submitted on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing date: 02 July 2021 at 15:00   Enquiries: Mrs H Maake (015) 307 8284/8006.

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

MR BS MATLALA – MUNICIPAL MANAGER