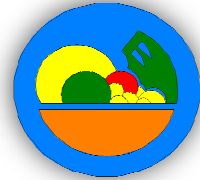




# GREATER TZANEEN Municipality VACANCY



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

## FINANCIAL SERVICES DEPARTMENT

**1 X CLERK (Financial Services and Reporting)**  
**(Job Id Number: 3/1/0/008)**

**Salary: R287 968.08 per annum (Job level 08)**

The job purpose of the Clerk is to provide assistance with the administration of capital and operational budgets, investment processes and reporting to ensure that the budgeting, both operational and capital, proceeds smoothly.

**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: ▲ *Performing activities according to normal operating activities or ad-hoc instructions received from supervisor and reports on activities performed* ▲ *Providing assistance to the Assistant Accountant for the administration of the operational and capital budgeting processes to contribute to timely finalization of budget* ▲ *Providing assistance to the Assistant Accountant on preparation on monthly, quarterly, and yearly financial reports to ensure all data is collected and processed in time.*

**Requirements:** Grade 12 and Diploma in Finance management or equivalent; Computer literacy; Mathematical skills; Communication and negotiation skills; Two (2) years experience in municipal finance.

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

Please note that ♦ No late applications will be considered ♦ No faxes and e-mails will be accepted ♦ Fraudulent qualifications or documents will immediately disqualify any application ♦ Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification ♦ Applicants who are not invited for an interview, please accept that your application has been unsuccessful ♦ Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified. Council at all times reserves the right not to appoint.

**Closing date: 24 February 2017 at 12:00**

**Enquiries: Mrs H Maake (015) 307 8384/8006**

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

**SR MONAKEDI – MUNICIPAL MANAGER**