



THABAZIMBI LOCAL MUNICIPALITY

Private Bag X530

THABAZIMBI

0380

Tel.: 014 777 1525 / Fax: 014 777 1531

Website: www.thabazimbi.gov.za

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post.

ACCOUNTANT: ACQUISITION **(BUDGET AND TREASURY)**

Duration: Permanent

SALARY PACKAGE: Post Level 4 (R399928,87) per annum. Additional benefits attached to the position are as follows: (i) Fixed Travelling Allowance of R13 330-96 per month, subject to the employee presenting a vehicle to be used for business purposes; (ii) R500.00 per month towards Cellphone use; (iii) Medical aid cover is subsidized by 60% of the total contribution for family members; (iv) Pension fund contribution by Municipality is 18% of basic salary; (v) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

MINIMUM REQUIREMENTS: Grade 12; an appropriate National Diploma or Degree in Local Government Finance, Logistics/ Supply Chain Management or equivalent qualification; valid driver's license. Minimum competency level (MFMP) will be added as an advantage.

EXPERIENCE: 2 years minimum relevant working experience.

KEY PERFORMANCE AREAS: perform verifications and pre-qualifications of potential service providers participating in bidding processes. Control administrative sequences and mechanisms related to bid documentation, opening, registering and evaluation of bids. Coordinate site meetings to communicate requirements and specific terms and conditions. Administer concluded contracts and interact with departments to confirm specifications. Supervision of staff.

SKILLS: Knowledge of applicable legislation; planning and organizing skills; good analytical, interpersonal relation and negotiation skills; people, leadership and management skills; good communication and report writing; willingness and readiness to work long hours and under pressure.

CLOSING DATE: 03 NOVEMBER 2023

If you are interested and you are in possession of the necessary qualifications and experience, please address your CV and authenticated copies of your qualifications **OR** an application form duly completed together with authenticated copies of your qualifications to:

**Municipal Manager
Private Bag X530
THABAZIMBI
0380**

NOTICE NUMBER: 58/2023

Application forms are available on the municipal website and at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, SarelPelser Centre, Rietbok Street, Thabazimbi or telephone number **014 772 2295**.

APPLICATIONS BY FAX OR E-MAIL WILL NOT BE ACCEPTED.

Thabazimbi Local Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.

If you are not invited for an interview within thirty (30) working days from the closing date, you must accept that your application was unsuccessful. Successful candidate will sign a performance agreement and disclosure of interest. No further correspondence will be entered into. Candidates will be subjected to verification of credentials. Municipality reserves the right to fill the post.

**LG TLOUBATLA
MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**