



MAKANA
MUNICIPALITY | EASTERN CAPE
...a great place to be



200 YEARS
reflect and imagine
...the making of a great place to be

Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned vacancy. The Makana Municipality is an equal opportunity and Affirmative Action Employer.

VACANCIES/ IMISEBENZI/BETREKKINGS

EXTERNAL POSITIONS

POST 1: 2 X ICT INTERNS (under NATIONAL TREASURY)

DIRECTORATE: CORPORATE & SHARED SERVICES

SALARY SCALE: R79 000 per annum

(24 MONTHS FIXED CONTRACT, NO COUNCIL BENEFITS ATTACHED TO THESE POSITIONS)

MINIMUM QUALIFICATION AND EXPERIENCE: 3 years Degree or National Diploma in Information and Communication Technology or Combination of (A+, N+, MCSA or MCSE).

KEY PERFORMANCE AREAS: PC technician, User support, PC & Network troubleshooting, PC setup, Software and hardware testing.

POST 2: 1 X CLERK- BANK RECONCILIATION

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 6

SALARY SCALE: R99 567 – R129 257 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric / Grade 12 certificate, relevant Degree or Diploma in Financial Accounting. Computer Literate and able to handle spreadsheets (proficient in MS Excel). At least One year experience on the preparation of Bank Reconciliation in Municipal Environment. Conversant with MFMA. Must be able to work extended hours if required.

COMPETENCE/SKILLS REQUIRED: Accuracy, Attention to detail, Bilingualism, Computer Skills, People Skills and Ability to meet deadlines.

KEY PERFORMANCE AREAS: Monitor and oversee monthly bank reconciliation functions and to ensure accurate, timely and complete recording of all cash book transactions. Prepare journals and transactions that are related to bank accounts. Filling of all bank reconciliations and supporting documents. Preparing monthly investment / call account reconciliation and ensuring their monthly update to General Ledger. Monitor and oversee petty cash procedures. Preparing monthly audit file which is referenced. Respond to all internal and external audit queries. Perform any other duties assigned by the supervisor.

NOTE: All applications must be made on the Official Application form accompanied by a comprehensive CV together with certified copies of Identity document, qualifications, driver's licence where required and other documents. First preference will be given to internal municipal applicants who meet the inherent requirements of the job. Same should be posted to the Administrator, Makana Municipality, P.O Box 176, Grahamstown, 6140. **No faxed / emailed applications will be accepted.** Enquiries: Zani Siqwede, H.R. Practitioner (E-Mail: nsiqwede@makana.gov.za).

CLOSING DATE: 29 JANUARY 2016

A handwritten signature in black ink, appearing to read 'MS MJ MEIRING', written over a horizontal line.

MS MJ MEIRING: ACTING MUNICIPAL MANAGER