

## MANAGER: BUDGET & REPORTING

Salary: R511 248,96 per annum. The above advertised salary is subject to outcome of job evaluation of the post by South African Local Government Bargaining Council's TASK Job Evaluation Committee.

**Requirements:** • A B. Com Degree in Accounting/Cost Accounting or other relevant qualification • 3 years' experience in Municipal Budgeting and Reporting • Computer literacy • A valid driver's licence • MFMF will be an added advantage.

**Personal attributes and skills requirements:** • Sound knowledge of the Government legislations processes • Good communication skills, attention to details and interpersonal skills • Knowledge of MSCOA.

**Responsibilities:** • Management of Budget Office and Reporting to Finance Committee • Verify and ensure the upload of Human Resource Budgeted amounts for salaries and allowances to cost centre via the SAGE system • Verify and ensure the correctness of the budgeted amounts calculated for Councilors remuneration and capturing by the Budget Office • Compile and consolidate Municipal Budget • Ensure and monitor that debtor/creditor's inventory, bank and cash book, investment and external loans work in progress and suspense accounts main ledger votes are reconciled to be able to compile Financial Statements at year end • Execute all budgeting compliance issues in terms of the compliance register, budget control and accounting procedures • Attend to SDHP monitoring, capturing information to assist in the operating and capital budgeting processes, adjustment budgets, performance assessments and management advice • Adhere to Supply Chain Management policies • Render management and line function administrative support services to the Section • Keep abreast of current developments, legislative changes and emerging trends in the profession.

**Fringe Benefits:** 13th cheque, Annual leave, Housing Subsidy, Medical Aid, Pension Fund.

## MANAGER: FINANCIAL REPORTING (AFS)

Salary: R511 248,96 per annum. The above advertised salary is subject to outcome of job evaluation of the post by South African Local Government Bargaining Council's TASK Job Evaluation Committee.

**Requirements:** • A B. Com Degree in Accounting/Cost Accounting and Auditing or other relevant qualification • A minimum of three (3) years' experience at middle management with proven track record in local government finance • A valid driver's licence • MFMF will be an added advantage.

**Personal attributes and skills requirements:** • Good communication skills, attention to details and interpersonal skills • Knowledge of MSCOA • Analytical skills and people management • Ability to meet deadlines.

**Responsibilities:** • Prepare timely and accurate financial statement in accordance with generally recognized accounting practice • Document and maintain complete and accurate supporting information for all financial transactions • Manage day-end, month-end and year end processes in closing on the financial system to ensure all processes are completed and the system remains in balance • Establish and monitor the execution of strategies to create proper financial controls within the Municipality to support Departments in service delivery.

**Fringe Benefits:** 13th cheque, Annual leave, Housing Subsidy, Medical Aid, Pension Fund.

## FINANCIAL INTERN (6 POSTS)

Salary: R100 000,00 per annum.

**Requirements:** • NQF Level 6 qualification in Accounting/Cost Accounting and Auditing or other relevant qualification • A valid driver's licence.

**Responsibilities:** • Participate in the implementation of Municipal Finance Management Act • Assist on developing and implementation of Municipal Finance Policies and procedures • Under the guidance of the relevant Supervisor, responsible for the compilation of financial statements and management reports • Assist with reconciliation and financial analysis • Responsible for electronic capturing of financial data and other Municipal functions.

A comprehensive CV must be accompanied by a covering letter quoting the notice number and the post applied for. The certified copies of the Identity Document (ID), driver's licence and copies of qualification must be attached and be hand delivered to Registry Office (Room 31) or posted to: The Municipal Manager, Inkosi Langabalele Local Municipality, P O Box 15, Estcourt, 3310, Civic Buildings, Victoria Street.

Enquiries must be directed to: The Human Resources Officer, Mr N.E. Sikhathane at (036) 342 7800.

**CLOSING DATE: 29 MAY 2023 AT 12H00 NOON.**

**Note to applicants:** Due to a number of applications envisaged to be received, applicants who don't receive response from us within 3 months please consider your application as unsuccessful. Canvassing to councilors or officials is not permitted and proof thereof will result in disqualification. No subsistence and travelling allowance will be paid to applicants called for interviews.

The Municipality reserves the right to conduct the reference check as well as not to make any appointments.

MR S.B. MTHEMBU: MUNICIPAL MANAGER

NOTICE - 7: 21/2023



## NKANDLA LOCAL MUNICIPALITY

### INVITATION TO BID

#### PANEL OF TRAVELLING AGENCY SERVICES

BID NO: NKA/BT0006/2022/23

Nkandla Municipality is looking for suitable qualified and experienced travel agencies to serve on the panel of travelling agency services to provide the municipality with: booking of domestic and international air tickets, air travel arrangements, hotel accommodation billed back hotel accommodation/bed/break/conference room, car rental reservation/hire, shuttle and after hours services for the period of 36 months.

#### PANEL OF ADVERTISING AGENCY

BID NO: NKA/BT0007/2022/23

Nkandla Local Municipality seeks to appoint a suitable qualified and reputable service provider to provide advertising services for the municipality. The agency will be appointed on 36 months contract. The municipality requires the successful service provider to broadcast the slots if needed and place the following adverts:

- Tenders
  - Vacancies
  - Notices
  - Notices
- Nkandla Municipality will request publication on different media such as: (Newspapers, Radio etc.)

#### FOR ALL THE BIDS ABOVE

Detailed specifications for the above bids are contained in the tender document that will be available at Nkandla Municipality, Finance Department Main Building, Lot 292, Maree Road, Nkandla, upon presentation of a receipt proving prior payment of a non-refundable fee of R 740,00 (inclusive of VAT), having been made at the Municipal Finance Department (Only Cash accepted), or deposited on the municipal bank account: FNB, Account No 62720610717, Branch 220930 (Use company name and bid number as reference), also available on the e-tender portal and the municipal website. Tender documents will be available as from 08h00 on Monday the 15<sup>th</sup> of May 2023 until 16h00 on Monday the 22<sup>nd</sup> of May 2023.

Each tender shall be placed in a sealed envelope, endorsed with tender number and Project Name, and be deposited in the municipal tender box situated at the reception area of the Nkandla Municipality, Lot 292, Maree Road, Nkandla, 3355, not later than Wednesday, 7 June 2023 before 12h00 (closing date), at which time the tenders will be opened in public. Tenders are to be submitted on the tender documentation provided by the municipality. Late, electronic, or faxed tenders will not be accepted.

#### SUPPORTING DOCUMENTS AND CONDITIONS FOR THE ABOVE BIDS:

- Proof of registration to the National Treasury central database
- Valid SARS Tax Compliance Status Pin Issue Certificate.
- Certified Company registration documents & certified Directors IDs copies and company profile with previous work experiences includes references must be submitted with the tender document.
- The Nkandla Local Municipality Supply Chain Management Policy will apply.
- The council reserve the right to negotiate further conditions and requirements with the successful bidder and reserves the right not to appoint.
- Tender documents that are late, incomplete, unsigned, faxed or emailed will not be accepted or considered.
- The municipality will accept no responsibility for the late delivery of bids by courier services or any other forms of mailing.
- The Nkandla Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid. Tenders shall remain valid for 60-90 days from the closing date (07 June 2023)

All above bids will be evaluated and adjudicated according to the following criteria:

Nkandla Local Municipality subscribes to the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). The amended PP/PPA regulation 2022 will be used.

**First stage:** Compliance (returnable documents as per the tender document)  
**Second Stage:** Functionality 100 points (minimum threshold of 70 points) being 50 points for experience, 50 points for Capacity. (Detailed evaluation criteria contained in the tender document).

All proposals failing to score the minimum score of 70% will be rejected.

#### BID ENQUIRIES

SCM	Ms. L.N Mshali	l.mshali@nkandla.org.za	035 833 2040
Travelling Agency	Mr. K.M Bhengu	kbhengu@nkandla.org.za	035 833 2053
Advertising agency	Mr. K.M Bhengu	kbhengu@nkandla.org.za	035 833 2053

Miss N.P Dlamini  
Municipal Manager

Burning Spear e@06 0744

GIVE YOUR  
BUSINESS  
THE UPPER  
HAND BY  
ADVERTISING  
WITH US

Tel: 031 334 6777  
Fax: 031 337 9821

Email:

Classifieds@hangarnews.co.za

PLACE  
YOUR  
LEGAL  
NOTICES

Tel: 031 334 6777  
Fax: 031 337 9821

Email:

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