



HARRY GWALA DISTRICT MUNICIPALITY

BUDGET AND TREASURY OFFICE

ACCOUNTANT: ASSETS (02 POSTS)

• Salary Grade: (T12) R410 689.15 - R533 086.73 p.a. (Plus applicable benefits) • Ref No: BT M 5/5/4/2/1

Job requirements: • Grade 12 Matric • National Diploma in Accounting/Finance/Financial Management or relevant qualifications • 2 - 3 years' experience in Asset Management within local government • A Certificate in MFMP/CPMD will be an added advantage • Computer literacy in Microsoft Software packages • Valid motor vehicle driver's licence.

Key performance areas: • Monitor control measures in respect of the application of relevant instructions with regards to institutional control on assets • Compile and maintain the implementation of approved budgets by analysing and correct/approve deviations of incidental costs • Process monthly and year-end capital project reports including capital under construction reports, and necessary adjustments for asset management • Apply the Asset Management Policy and ensuring adequate internal control systems and procedures are implemented • Verify that the Asset Register is properly and accurately compiled and reconciled to the General Ledger in terms of good accounting practices i.e. GRAP and all applicable legislation • Maintain the asset register in respect of all Council owned assets movable/immovable assets and that Council Assets are secured, insured and reconciled • Liaise with Asset Clerk and management on relevant issues and queries concerning assets • Monitor, process and identify all unauthorized expenditure in the budget, reconcile asset register with the general ledger, finalise year-end procedures as per finance for asset management, disposal of assets according to the Supply Chain Management Act and all applicable legislation • Monitor the compilations and analysis of all Asset Acquisitions from capital and operating votes for input to the Asset Register • Attend Site inspection from time to time for physical verification and assess the condition of assets and prepare a report • Liaise monthly with departmental managers to ensure that all information on the accounting system correspond with work already certified by departmental managers • Coordinate the unbundling of asset under construction once they have been completed.

CORPORATE SERVICES DEPARTMENT

SENIOR HUMAN RESOURCE OFFICER

• Salary Grade: (T12) R410 689.15 - R533 068.73 p.a. (Plus applicable benefits) • Ref No: COP M 5/5/4/2/1

Job requirements: • Grade 12/Matric • National Diploma three (3) years' (NQF Level 6) Human Resources, or related qualification • Payday Software System Certificates • 3 - 4 years' experience in Human Resources • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Prepare and seeking approval on the content of internal/external advertisement prior to circulation and publication and ensuring compliance to Council policies and procedures • Receive and referencing applications from prospective candidates, checking and confirming references and related information and preparing short-list of candidates qualifying specific appointment criterions/standards • Prepare notifications using pro-forma types associated with the confirmation of employment, contracts, regret letters, termination of services • Advise an employee upon receiving a resignation request concerning benefits, advantages and disadvantages of exiting the Municipality • Ensure that any leave due as per leave accrual sheet, to the exiting employee, is calculated and paid out with the final salary payout • Check monthly payroll amendments, secondment, acting, long service, Transfers, cell phone allowances, housing allowances, statutory deduction, and other benefits from payday system • Calculate and cross-checking payment of leaves, service gratuity, other allowances etc. • Develop, generate and present reports that analyses data and trends • Re-engineering leave administration system to be in line with the 4th Industrial Revolution such as Employee Self-Service System while ensuring compliance will all related legislation • Liaise with employees, managers and key stakeholders to improve processes and procedures of leave administration.

SOCIAL SERVICES AND DEVELOPMENT PLANNING DEPARTMENT

ENVIRONMENTAL HEALTH PRACTITIONER

• Salary Grade (T11) R347 854.50 - R451 556.51 p.a. (Plus applicable benefits) • Ref No: SS M 5/5/4/2/2

Job requirements: • Grade 12/Matric • National Diploma/B. Sc in Environmental Health or equivalent qualification • Must be registered with the Health Professions Council of South Africa as an independent practitioner • One (1) year of community service (Environmental Health field) • Peace Officer's licence will be an added advantage • Good communication skills (written and verbal) • Experience in Local Government will be an added advantage • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas • Enforce all municipal health services legislation including by-laws and policies of the Municipality • Attend to all municipal health services complaints received investigate the same and provide solutions accordingly • Prevent communicable diseases excluding immunization by conducting community awareness campaigns • Monitor indicators and provide reports to management • Monitor water quality, food control, waste management, vector control, disposal of the dead and health surveillance of premises • Perform any other duties as delegated by your Supervisor or someone with authority.

OFFICE OF THE MUNICIPAL MANAGER

ENFORCEMENT OFFICER

• Salary Grade: (T10) R294 659.75 - R382 470.52 p.a. (Plus applicable benefits)
• Ref No: Ref No: MM M 5/5/4/2/1

Job requirements: • Grade 12/Matric • National Diploma three (3) year qualification (NQF Level 6) in Law or relevant qualification • 2 - 3 years' of experience in local government sphere • Computer literacy in Microsoft Software packages • Valid motor vehicle drivers' licence.

Key performance areas: • Ensure compliance with relevant laws, regulations, and ordinances • Investigate complaints and reports of violations • Coordinate and direct investigation sequences encompassing visiting location and communication with offenders • Facilitate the documentation and notification procedure, executing warrants of arrests • Authorize the implement specific procedure during investigation operations for illegal connections, instructing and/or leading teams participating in the investigation and executing applications or sequence to control damage/disaster • Coordinate the completion and submission of the case files to facilitate prosecution, attending and defending specific actions in the court of law • Verify and issue notices when the consumer has a water leak on the property or the water installation does not meet the requirements of the Water By-laws • Prepare investigational, productivity and performance reports referring to statistical data and qualitative information related to service delivery initiatives for consideration and inclusion into Council and Sub Committee reports • Formulate reports, items to standing committees, writing minutes, agenda compilation, attend to correspondence, formulation of memos, and implementation of resolutions • Compile investigation reports and/or responses to correspondences and queries, undertaking research or extracting information and records to support content and recommendations.

Enquiries should be directed to: Human Resources Unit, on (039) 834 8700. **No faxed applications will be accepted.**

Applications must be submitted with a signed "Application Form" which can be found on our website: www.harrygwalamd.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity Document and driver's licence must be addressed to: **The Municipal Manager for attention: Mrs T.T. Thiyane-Magaqa, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, Ixopo, 3276, or can be hand delivered/courier to: 40 Main Street, Ixopo, 3276, or e-mailed to: recruitment@harrygwalamd.gov.za to reach us no later than 15h00, 07 April 2026.**

NB: When applications are being submitted via e-mail address provided, applicants are requested to insert the post title on the subject line.

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: proof of canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

NB: Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

"Harry Gwala District Municipality is an Equal Opportunity Employer and takes affirmative action to ensure equal employment opportunity for all applicants".

MR G.M. SINEKE: MUNICIPAL MANAGER