



# ABAQULUSI LOCAL MUNICIPALITY

## EXTERNAL ADVERTISING

AbaQulusi Municipality seeks to appoint experienced, highly motivated and suitably qualified persons to the following positions:

### OFFICE OF THE MUNICIPAL MANAGER MANAGER LEGAL SERVICES

**Annual salary R548 733.72 – R712 288.80 per annum**, task level 16 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Minimum Requirements:

- Matric/ Grade 12 (NQF Level 4)
- LLB Degree or relevant equivalent qualification.
- Admission as an attorney
- Computer Literacy
- Valid driver's license
- 3-4 years practical legal experience in the field of Law at a supervisory level.

#### Key Performance Areas:

- Communicating with the Municipal Manager on specific Key Performance Areas (communication, relationship management, strategic policy implications) with a view to aligning functions and objectives.
- Mapping out immediate and future intervention necessary for the delivery and execution of support and monitoring the adequacy of current structures with the view to coordinating specific corrective measures to support alignment of key performance areas against objectives and outcomes.
- Analysing the adequacy of current legal approaches, submits reports supporting specific provisions associated with Legal Services interventions.
- Interpreting and consolidating the expenditure estimates for the section, preparing the draft budget and monitoring financial performance with a view to correcting and/ or reviewing application and processes.
- Keeping abreast of legislative changes and National Government requirements with respect to access to legal information and formulating methodologies/ policies dictating procedural legal applications for consideration and approval.
- Standing Committee of Council forward plans, strategic intent and intervention necessary to sustain and/ or improve current performance and service levels.
- Analysing the effectiveness of the functionality in maintaining positive perceptions with the immediate and broader community and implementing corrective measures to align structures and systems.
- Defining/ adjusting the role boundaries, workflow process and job design against laid down service delivery requirements and statutory regulation.
- Providing advice/ opinion to the Municipal Manager on the legal process, through the analysis and evaluation of the attitudes and needs for the Municipality.
- Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements.
- Participating in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisement and evaluating applicants' suitability through analysis of selected short-listed Curriculum Vitae's and interviews.
- Interpreting situational and contextual issues and researching relevant topics to enable the preparation of legal documentation.
- Conducting appraisal to measure performance against agreed objectives, counselling and consulting with performance on developmental goals, career paths and short-term targets and standards.
- Determining the legality of creation of by-laws and the prospects of enforcing intended by-laws through the assessment of possible legal infringement of any part of the law.

### FINANCE DEPARTMENT ACCOUNTANT (CREDIT CONTROL AND DEBT COLLECTION)

**Annual salary R333 491.04 – R432 881.28 per annum**, task level 12 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

- Grade 12 (NQF Level 4)
- National Diploma in Accounting or relevant equivalent qualification
- Computer Literacy
- 3-4 years relevant accounting administration experience.

#### Key Performance Areas:

- Establishing and communicating priorities, processing and reporting deadlines and, addressing specific constraints impacting on the accomplishment of outcomes.
- Assessing the adequacy of current systems and procedures to address workflow requirements and information needs and submitting continuous improvement recommendations to the immediate superior for consideration and approval prior to implementation.
- Monitoring implementation and providing interpretation of specific sections of the relevant by-laws related to credit control and debt collection to facilitate understanding and application.
- Analysing system information and extracting reports summarizing the activities of the Division relating to bad debt and recovery procedure and, forwarding to the immediate superior for perusal and comment.
- Attending to verbal and written enquiries/ queries related to the functionality, preparing responses referring to specific policies and procedures or investigative outcomes and, communicating information with explanations.
- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel.
- Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources.

### FINANCE DEPARTMENT CASHIER

**Annual salary R118 052.88 – R152 477.40 per annum**, task level 5 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

- Grade 12 (NQF Level 4)
- Computer Literacy
- 1-2 years relevant experience

#### Key Performance Areas:

- Communicating with the customer and attending to specific payment enquiries and/ or providing information on tariffs for specific services (metered service cards, hall hiring tariffs).
- Calculating balances and explaining transactional recordings and penalties applicable to the account against the amount reflected on the statement.
- Collecting and counting payment tendered verifying total against amount due and/ or seeking identification, checks recording and processes cheque payments.
- Issuing receipt reflecting amount tendered and confirm recording with the customer.
- Separating denominations and commencing with control sequences.
- Tallying amounts and verifying cash totals receipts issued.
- Capturing overnight cheque deposit details, printing receipts against payment tendered and recording transactional details on the cheque prior to submitting for further processing.

### COMMUNITY SERVICES DEPARTMENT CYBER CADET (BHEKUZULU MODULAR LIBRARY)

**Annual salary R167 635.08 – R217 614.84 per annum**, task level 7 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

- Matric (NQF Level 4)
- Diploma in Information Technology or Diploma/ Degree in Library Information Systems.
- Code B Driver's License
- 2 years' experience in Library Information System.
- Ability to communicate in both isiZulu and English.

#### Key Performance Areas:

- Seeking clarity from the immediate superior with regards to specific priorities and service delivery requirements relating to the provision of a quality service in the local area.
- Attending to and organizing requirements for operations, completing, submitting the checking receipt of consumable stocks of computer stationery, software and other essential to support the functioning of the electronic library services.
- Communicating with new and existing users, establishing the nature of the enquiry and providing information on the availability of computerized references and learning material.
- Removing damages discs from shelves, updating information on schedules and systems and forwarding for repair or replacement and re-setting or re-allocating reference material to the correct locations in accordance with classification.

- Attending to special request to specific library material, completing request forms and forwarding to provincial library services and following up/ receiving and informing user of availability.
- Cataloguing and indexing new electronic material using specific classification systems based on established library information.
- Preparing and forwarding responses to queries, extracting system information and records to support content and forwarding to the immediate superior for approval prior to circulation or presentation.

### COMMUNITY SERVICES DEPARTMENT

#### LIBRARIAN (BHEKUZULU MODULAR LIBRARY)

**Annual salary R282 467.52 – R366 676.44 per annum**, task level 11 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

- Grade (NQF Level 4)
- Diploma in Library Information Science
- Valid Driver's License
- Computer Literacy
- 2-3 years relevant experience

#### Key Performance Areas:

- Communicating to personnel through the verbal and written mediums procedural requirements and/ or circulating notices to inform personnel on new interventions/ procedures.
- Conducting observations of work sequences, monitoring adherence to the receipting, storage and loan sequences of library material and determining extent of awareness of specific procedures and/ or the need for corrective/ remedial measures.
- Maintaining and controlling the issue and replacement of stationery and consumable items necessary for specific activities associated with the library.
- Executing specific administrative sequences associated with the maintenance of asset, equipment and building and/ or motivating to the immediate supervisor for additional/ or replacement of existing asset/ resources.
- Participating in meetings and presenting information, opinions and advice through reports on the status and service delivery standard of the library, referring to statistical information depicting new enrolments and current user population.
- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel.

### COMMUNITY SERVICES DEPARTMENT

#### LIBRARY ASSISTANT (VRYHEID LIBRARY)

**Annual salary R138 671.88 – R180 017.28 per annum**, task level 6 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

- Matric (NQF Level 4)
- Computer Literacy
- 1-2 years relevant Experience

#### Key Performance Areas:

- Communicating with new and existing users, establishing the nature of the enquiry, issuing registration forms, new membership cards and/ or attending issues/ return applying laid down procedures (inserting date stamp on circulation list, checking condition of material, etc.)
- Updating information on the computer database of user details and accessing specific fields to elicit information on overdue books and proceeding with forwarding notification upon approval.
- Attending to special requests for specific library material, completing request forms and submitting to immediate superior for approval and proceeding.
- Photocopying documents, reference material and information extract from books for users/ patrons.
- Collecting and receipting payments, counting and reconciling totals and forwarding schedule and transactional documentation to the immediate superior for approval prior to proceeding with the transfer of cash for depositing/ banking.
- Shelving books accordance with allocations (fiction/ nonfiction, author refence).
- Conducting stock counts of library material and/ or removing and preparing/ packaging outdated books for return.
- Setting up books displays, removing books and materials for shelving and arranging tables/ chairs.

#### LIBRARY ASSISTANT (BHEKUZULU LIBRARY)

**Annual salary R138 671.88 – R180 017.28 per annum**, task level 6 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

- Matric (NQF Level 4)
- Computer Literacy
- 1-2 years relevant Experience

#### Key Performance Areas:

- Communicating with new and existing users, establishing the nature of the enquiry, issuing registration forms, new membership cards and/ or attending issues/ return applying laid down procedures (inserting date stamp on circulation list, checking condition of material, etc.)
- Updating information on the computer database of user details and accessing specific fields to elicit information on overdue books and proceeding with forwarding notification upon approval.
- Attending to special requests for specific library material, completing request forms and submitting to immediate superior for approval and proceeding.
- Photocopying documents, reference material and information extract from books for users/ patrons.
- Collecting and receipting payments, counting and reconciling totals and forwarding schedule and transactional documentation to the immediate superior for approval prior to proceeding with the transfer of cash for depositing/ banking.
- Shelving books accordance with allocations (fiction/ nonfiction, author refence).
- Conducting stock counts of library material and/ or removing and preparing/ packaging outdated books for return.
- Setting up books displays, removing books and materials for shelving and arranging tables/ chairs.

#### LIBRARY ASSISTANT (EMONDLO LIBRARY)

**Annual salary R138 671.88 – R180 017.28 per annum**, task level 6 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

- Matric (NQF Level 4)
- Computer Literacy
- 1-2 years relevant Experience

#### Key Performance Areas:

- Communicating with new and existing users, establishing the nature of the enquiry, issuing registration forms, new membership cards and/ or attending issues/ return applying laid down procedures (inserting date stamp on circulation list, checking condition of material, etc.)
- Updating information on the computer database of user details and accessing specific fields to elicit information on overdue books and proceeding with forwarding notification upon approval.
- Attending to special requests for specific library material, completing request forms and submitting to immediate superior for approval and proceeding.
- Photocopying documents, reference material and information extract from books for users/ patrons.
- Collecting and receipting payments, counting and reconciling totals and forwarding schedule and transactional documentation to the immediate superior for approval prior to proceeding with the transfer of cash for depositing/ banking.
- Shelving books accordance with allocations (fiction/ nonfiction, author refence).
- Conducting stock counts of library material and/ or removing and preparing/ packaging outdated books for return.
- Setting up books displays, removing books and materials for shelving and arranging tables/ chairs.

#### Notes to prospective applicants:

- A comprehensive Curriculum Vitae, together with a covering letter and certified copies of qualifications, should be sent to the Municipal Manager: Abaqulusi Municipality P.O. Box 57 Vryheid 3100.
- No faxed or e-mailed applications will be accepted.
- Shortlisted candidates might be expected to complete a practical competency evaluation and will be subjected to reference and background checks.
- If there's no response from Abaqulusi Municipality within two months of the closing date, the applicant must accept his/her application as unsuccessful.
- Enquiries may be directed to the Human Resources Section on 034-9822133 ext. 2334 & 2337.
- People with disabilities are encouraged to apply.
- The employer reserves the right **NOT** to appoint.

The Abaqulusi Municipality is committed to comply with the requirements of the Employment Equity Act, No 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

If you have not heard from us within 2 months of the closing date, you should regard your application as unsuccessful.

#### Closing Date:

**MR. Z.G DHLAMINI  
MUNICIPAL MANAGER**

**01 August 2022 at 12h00**