

**OVERBERG
DISTRICT MUNICIPALITY**



The **OVERBERG DISTRICT MUNICIPALITY**, with its head office in Bredasdorp, has the following career opportunities available in the Directorate: Finance for suitably qualified persons to commence duties as soon as possible.

ACCOUNTANT – ASSET MANAGEMENT

(1x Bredasdorp)

Requirements: • Degree or diploma relevant to financial accounting • Two to three years' relevant experience • Valid code B driver's licence • Computer literacy in MS Office, especially Excel • Sound interpersonal skills • Literacy in at least two of the three official languages of the Western Cape.

Duties: • Responsible for the annual asset count of moveable assets • Responsible for supporting the Head: Financial Services in respect of accounting functions • Responsible for correctly keeping an updated asset register as required by GRAP and the MFMA • Manage the renewal of Council's insurance portfolio to ensure all new assets are adequately insured and that sufficient cover is in place • Manage Council's insurance portfolio to ensure the insurance contract is in order and do the necessary financial recording • Submit insurance claims to insurance brokers to ensure that all claims are submitted and paid out by the insurers.

Remuneration: T12 = R330 024 – R428 376 per annum plus the normal fringe benefits of a local authority.

For enquiries in this regard, contact Mrs S Mdeu at 028 425 1157 or e-mail sinazo@odm.org.za.

SENIOR ADMINISTRATOR: SUPPLY CHAIN MANAGEMENT

(1x Bredasdorp)

Requirements: • BCom degree or national higher certificate in finance/SCM or equivalent qualification • Minimum of four years' experience in a financial field • Code B driver's licence • Computer literacy (MS Office applications) • Good interpersonal, communication and numerical skills • Ability to work independently and under pressure • Accuracy and ability to give attention to detail • Literacy in at least two of the three official languages of the Western Cape.

Duties: • Coordinate the implementation of functional procedures, systems and controls associated with key performance areas and result indicators • Coordinate and control tasks/activities associated with controlling personnel performance, productivity and discipline • Execute applications with respect to establishing the requirements against available resources • Execute applications associated with acquisition and appointment processes • Maintain good working relationships with service providers, vendors and contractors • Attend to specific administrative recording and reporting requirements.

Remuneration: T11 = R279 552 – R362 868 per annum plus the normal fringe benefits of a local authority.

For enquiries in this regard, contact Mrs S Mdeu at 028 425 1157 or e-mail sinazo@odm.org.za.

PRINCIPAL CLERK: INCOME

(1x Bredasdorp)

Requirements: • Grade 12 • Code B driver's licence • Computer literacy • Two years' experience as cashier • Literacy in at least two of the three official languages of the Western Cape.

Duties: • Daily receiving and receipting of cash and cheques from debtors at cash office, through remittance registers and direct/electronic payments per daily bank statements, to ensure all money is allocated correctly and timeously.

Remuneration: T7 = R165 984 – R215 400 per annum plus the normal fringe benefits of a local authority.

For enquiries in this regard, contact Mrs S Mdeu at 028 425 1157 or e-mail sinazo@odm.org.za.

FINANCIAL INTERNSHIP

1x Bredasdorp – Contract appointment

One internship is currently available in Finance for a candidate to gain practical experience in a financial section of local government. This project is an initiative of National Treasury's reform programme for effective and accountable financial management and is aimed at individuals who have recently obtain a relevant tertiary qualification, as mentioned below.

Qualification requirements: • B-degree candidates will receive preference • Minimum qualification is a diploma or two-year equivalent tertiary qualification with at least financial management, financial accounting, and/or auditing/internal auditing as main subject in the final year • Fairly good written and verbal communication skills • Computer literacy with practical experience • Valid code B driver's licence • Literacy in at least two of the three official languages of the Western Cape.

All-inclusive remuneration package: R100 000 per annum.

For enquiries in this regard, contact Mrs Z Feni at 028 425 1157 or e-mail zfeni@odm.org.za.

Closing date: 23 April 2021.

Application forms are available at all ODM offices and on the municipal website www.odm.org.za. Completed application forms and/or a CV are to be returned to the Department: Human Resources, Private Bag X22, Bredasdorp 7280. Certified copies of qualifications must be attached to applications. Late applications and applications with no proof of requirements will not be processed.

Overberg District Municipality is an equal opportunity employer. Candidates from designated groups are encouraged to apply.

If no notification is received within 90 days after the closing date, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved. Canvassing will disqualify any candidate from being considered for appointment.