

# CAREER / OPPORTUNITY



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

**Garden Route District Municipality is fully committed to Employment Equity.**

***Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation.***

**Applications are invited for the following vacancy in the Roads & Transport Planning Services.**

## **ADMINISTRATIVE OFFICER: FINANCIAL SUPPORT (GARDEN ROUTE DISTRICT MUNICIPALITY- GEORGE)**

**Salary:** R 257 017. 80 – R 333 607. 80 per annum (T10)

### **Minimum requirements:**

- A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject.
- 5-8 years relevant experience required which includes 2 (two) years of supervisory experience.
- Computer literate
- Language proficiency in at least two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa)

### **Duties:**

- Administering the budget related data to ensure that the Abacus and IMMS Financial system is correctly updated to reflect the accurate usage of funds and the balances or availability of funds.
- Responsible for the administrative control of expenditure of a particular project or task to obviate over expenditure and provide information.
- Responsible for the administrative control of tasks and projects so that allocation of expenditure is done on the correct account and budget item.
- Approve all requisitions for equipment /material to ensure efficient stock control measures.
- Administer the vehicle and plant usage, acquisition and disposal to ensure optimum resources allocation.
- Administer the IPLANT system controlling the vehicle and plant assets of Garden Route District Municipality to ensure effective control of usage and purchasing replacements.
- Assist with the stores and personnel financial management in order to effect payments/remunerations and enhance the costing of tasks and projects.
- Verification and determination of unit cost of stock to check captured data and support costing of tasks/projects.
- Update the movement of staff appointments and resignations on the IMMS system to ensure that the database for personnel salaries are up to date and accurate.
- Responsible for the control of overtime claimed to ensure that time keeping is done and claims are valid.
- Reporting on various financial accounting activities and perform various duties on a regular basis that will provide management with the necessary data to make informed decisions and take action as necessary.
- Responsible for the summary of all essential motor schemes users
- Provide supervision and training of subordinates to ensure optimum effectiveness
- Responsible to do all requests on collaborator for domestic items on behalf or as requested by the cleaner for Roads Services Department.
- Responsible for handling petty cash to employees when necessary.
- Booking of Roads Training venues.

### **Competencies**

- Accounting
- Procurement
- Budgeting
- Financial Management
- Costing
- Financial reporting
- Financial process management

### **Note (s):**

- Applicants should confirm their employment history by submitting the following supporting documents:
- Qualifications (Degree/Diploma)
- Identity Document (SA);
- Any other applicable documentation required.
- Candidates must be willing to be subjected to practical/proficiency testing.
- Candidates must be willing to be subjected to a criminal record check.
- Your application will also be subjected to references from your previous or current employers.
- **No faxed, emailed or posted applications will be accepted.**

**Probation period:** 6 months

### **Benefits:**

- Subsidised housing, medical, pension and group assurance schemes.
- Optional membership of major medical expenses plan.
- Generous vacation and sick leave benefits plus a bonus equivalent to one month's salary.
- Five day working week.
- Furniture removal cost is payable by Council, subject to certain conditions

**Applying process and further information:**

Please apply by completing your online profile on the eRecruitment Portal. The eRecruitment System is available on the Garden Route District Municipality website at [www.gardenroute.gov.za/jobs/apply for job/Option1: E-recruitment website/ register or log on](http://www.gardenroute.gov.za/jobs/apply_for_job/Option1:E-recruitment%20website/register_or_log_on). Please upload or attach a copy of your Curriculum Vitae, certified copy of your Identity Document and relevant qualifications (Certified within the last 3 months).

For enquiries, contact Human Resources on 044 803 1389/ 1388/ 1413.

Only shortlisted candidates will be contacted. Should candidates not be contacted within two months after the closing date, they may accept their application as unsuccessful.

*The Garden Route District Municipality reserves the right not to make or confirm an appointment on posts.*

**Closing date:** Thursday ,16 February 2023 before 16:30

**Notice no:**127/2022



**MG STRATU  
MUNICIPAL MANAGER**

**Candidates with disabilities are encouraged to apply**