

EXTERNAL ADVERTISEMENT

The Westonaria Local Municipality invites suitably qualified candidates to apply for the following position.

DEPARTMENT: COMMUNITY SERVICES

POSITION: LIBRARIAN VENTERSPOST LIBRARY POST LEVEL 7

(CONTRACT END - 30 JUNE 2016: SALARY R14 927 PER MONTH)

KEY PERFORMANCE AREAS:

- Rendering a customer focused service by coordinating and controlling the activities, procedures and outcomes associated with the provision of a comprehensive Library and Information Service to the community's
- Coordinates and controls tasks/activities associated with managing personnel performance, productivity and discipline;
- Promotes reader awareness and supports reader needs;
- Coordinates specific administrative functions and reporting requirements associated with operational key performance and result indicators;
- Capturing and cataloguing resources;
- Asset verification.

REQUIREMENTS:

- BBIBL. or Diploma in Library and Information Studies;
- Computer literacy;
- 3 Years library experience;
- Knowledge of SIRSI System
- Code 8 driver's license.

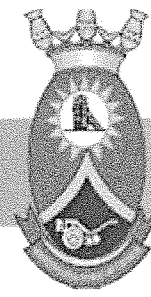
DEPARTMENT: INFRASTRUCTURE SERVICES

POSITION: SPECIALIST PROJECTS AND FINANCIAL MANAGEMENT (PMU)

3 year contract (Salary negotiable)

KEY PERFORMANCE AREAS:

- Managing and Monitoring Financial Records of MIG Projects
- Compiling, Development and Submission of MIG Statistics on MIS
- Monthly MIG and Municipal Reporting Compliance,
- Project Progress Reporting (Project and Financial)
- Project Site Reports , and Projected Cash flow Monitoring and Adjustment
- Expenditure Monitoring and Compliance in terms of DoRA



- Ensure Compliance with Relevant Local Government Legislation,
- Compilation of Annual Budget for PMU Projects

KEY PERFORMANCE INDICATORS

- Compile annual budget to ensure that relevant procedures and format are followed regarding the compilation of the budget.
- Report on specific incidents, problems encountered, fact and statistics to ensure the accurate conveying of information and data.
- Maintain financial control to ensure that funds are properly accounted.
- Financial monitoring and payments certificates to ensure effective handling of claims.
- Perform general administration to ensure the smooth running of the office and the completion of relevant functions.

REQUIREMENTS:

- Diploma/Degree Accounting or Civil Engineering
- 3 years relevant experience (MIG Projects)
- Good Project Management Skills
- Excellent understanding of MIG's MIS System of CoGTA
- Computer literacy a pre-requisite in terms of the followings:
 - Microsoft Office Word Advanced Capabilities
 - Microsoft Office Excel Advanced Capabilities

Application letters specifying the post applied for accompanied by CV, certified copies of qualifications,

ID and Drivers' License (if required) must be submitted to: Manager: Human Resources, 2nd Floor West Wing, Municipal Offices. Postal address: P.O. Box 19, WESTONARIA, 1780

Enquiries: Human Resources Section, Tel: (011) 278 3035 / 3027

CLOSING DATE: 07 AUGUST 2015 AT 12H00


**T.C NDLOVU
MUNICIPAL MANAGER
NOTICE BOARDS**