



**WALTER SISULU LOCAL MUNICIPALITY  
(BURGERSDORP, MALETSWAI, STEYNSBURG, VENTERSTAD AND JAMES CALATA)**

**NOTICE: 39/2024/2025**

The Walter Sisulu Local Municipality is a Category 2 Municipality. It is situated within the Joe Gqabi District Municipal Area, in the Eastern Cape. The municipality is looking for the services of vibrant, committed and suitably qualified individuals to fill the following position:

**INTERNAL/ EXTERNAL ADVERTISEMENT  
(The office is based in Burgersdorp)**

**INFRASTRUCTURE SERVICES  
MANAGER: PROJECT MANAGEMENT UNIT  
TASK GRADE 15  
SALARY SCALE: R 549 922.20 – R 713 816.28 PER ANNUM**

**Requirements:**

- Grade 12, Bachelor or B Degree in Civil Engineering
- A minimum of 5 years' experience working on roads and project management of which 3 years must be at middle management level
- Excellent in respect of infrastructure service delivery
- An ability to access funds and monitor effective utilisation of the scarce resources
- Vast experience as Design Engineer
- Registration as a Professional Technician/Technologist/Engineer with SACPCMP or any relevant registration
- CPMD will serve as an added advantage
- Municipal experience will serve as an added advantage
- Must have a valid code B/EB driving licence

**Skills & Experience:**

- Proficient in Civil 3D
- Strategic thinker with the ability to execute decisions effectively

**DUTIES:**

**The duties will include but not limited to the following:**

- Conducting research into best practices associated with the functionality and determining the appropriateness of specific policies/ procedures for implementation;
- Participating in the development of the Integrated Development Plan,
- Giving inputs in the alignment of the Departmental Strategy and formulation of the budget;
- Participating in the development of the Service Delivery and Budget Implementation Plans, and Annual Report of the Municipality;
- Giving inputs into the development of the municipality's Strategy and submitting to immediate superior for further processing;
- Developing the section's Operational Plan considering operational needs, skill scarcity and retention capability as influential factors.
- Drafting new policies and making amendments to existing policies, and submitting these to the immediate supervisor for further processing;
- Aligning Section 's operating capacity and capability with the Departmental objectives;
- Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments Business and Strategic Plans.
- Preparing and presenting reports detailing the status of Sectional issues for inclusion into Council/Committees, agendas/other legislated reports.

**BUDGET AND TREASURY OFFICE  
ACCOUNTANT PLANNING, MONITORING AND REPORTING X1  
TASK GRADE 10  
SALARY SCALE: R 269 959.32 – R 350 426.40 PER ANNUM**

**MINIMUM REQUIREMENTS**

- Grade 12, National Diploma in Accounting or any equivalent qualification
- Minimum of 2 years the experience in Budget Planning, Monitoring and Reporting
- Experience on the preparation of Annual Financial Statements.
- Experience on the preparation of Local Government returns/budgets.
- Sound knowledge of MFMA and mSCOA.
- Knowledge of Sage Evolution will be an added advantage.

**DUTIES:**

**The duties will include but not limited to the following:**

- Implementing applicable procures and policies necessary to ensure that the Municipality's annual planning and budgeting cycle are carried out effectively
- Providing professional inputs into the multi-year and annual budget processes of the departments
- Inputting the approved half yearly and annual program budgets into the accounting system
- Facilitating the budget transfers as and when necessary
- Reconciling spending with the allocated budget per the standard accounting procedures
- Monitoring spending against budget in the system and analysing system reports
- Liaising with individual heads to interpret variances relating to the analysed system budget performance reports
- Providing guidance to the departments on how to maintain their budget spending within the budget allocation
- Providing assistance to departments in the application of funding procedures to realistically fund their budgets including capital per the applicable policies and regulations
- Facilitating administrative activities relating to annual and midyear budget, and budget adjustments for submission to the Council.
- Assisting with the preparation of GRAP compliant Annual Financial Statements.
- Assisting with ensuring overall compliance with legislation and guidelines governing local government financial management.

**BUDGET AND TREASURY OFFICE  
ACCOUNTANT ACQUISITION X1  
TASK GRADE 10  
SALARY SCALE: R 269 959.32 – R 350 426.40 PER ANNUM**

**REQUIREMENTS:**

Grade 12, National Diploma in Supply Chain Management or any equivalent qualification, Minimum of 2 years relevant experience in supply chain management. Good interpersonal and communication skills. Computer literacy. Valid code EB driving license.

**DUTIES:**

**The duties will include but not limited to the following:**

- Coordinating the implementation of the approved procurement plan
- Monitoring the alignment of procured goods and services to the overall procurement plan
- Acquiring goods and services through unsolicited bids, procurement from the organs of state, emergency procurement and sole supplier procurement
- Receiving and verifying travel and conference requests from user departments for implementation

- Inputting into the development or review of the divisions policies, administrative systems, and procedures,
- Analysing the applicability of the current policies and procures in areas relating to the key performance and results indicators of the section
- Identifying gaps in the division's development strategy and submitting it to the immediate superior for further action
- Responding to technical questions that are specific to the key performance and results indicators of the section
- Applying administrative control procedures with respect to the acquisition management
- Aligning information systems, applications, working processes and role boundaries to support functional outcomes related to the procurement of goods and services.
- Communicating with the immediate superior on specific aspects of Supply Chain Management Policy and processes,

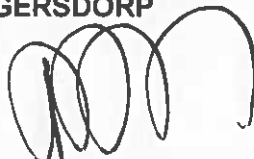
Kindly submit detailed Curriculum Vitae with certified and valid copies of qualifications and any other relevant documents. Failure to comply with these requirements shall disqualify an applicant. Correspondence will only be entered into with shortlisted candidates. Should you not receive any response within one (1) month after the closing date, please accept that your application was not successful. Application forms are obtainable from the website ([www.wslm.gov.za](http://www.wslm.gov.za)) or Switchboard / Reception at the following number 051 633 2441/ 051 653 1819 or enquiries can be made with Mr. Siphon Sontashe, Manager Human Resources @ 051 6531777.

Walter Sisulu Local Municipality is under no obligation to fill the position after the advertisement thereof.

**CLOSING DATE: 24 OCTOBER 2024**

Applications together with your CV's must be addressed to:

Attention: Human Resources Office  
The Municipal Manager  
Walter Sisulu Local Municipality  
01 Jan Greyling Street  
**BURGERSDORP**  
**9744**



**KAYALETU GASHI**  
**MUNICIPAL MANAGER**

4/10/2024  
DATE