

Department Of Corporate Services

Private Bag X5066
Thohoyandou
0950
Limpopo Province
Tel: 015 962 7500
Fax: 015 962 4020

EXTERNAL ADVERTISEMENT

THULAMELA MUNICIPALITY HEAD OFFICE: THE ECONOMIC HUB OF VHEMBE REGION AND EQUAL OPPORTUNITY EMPLOYER INVITE APPLICATIONS FROM SUITABLE CANDIDATES FOR APPOINTMENT ON THE FOLLOWING VACANT POSTS.

1. DEPARTMENT	: COMMUNITY SERVICES
DIVISION	: ENVIRONMENTAL & WASTE MANAGEMENT
POSITION	: GENERAL ASSISTANT
POST LEVEL	: 15
NUMBER OF POST	: 03
ANNUAL SALARY	: R156 760.80

REQUIREMENTS

- Grade 12 Certificate and testimonial confirming experience.
- 1 year experience in related field.
- Experience in cleaning and refuse removal.
- Be able to work under pressure.

RESPONSIBILITIES

- Refuse removal from household.
- Cleaning of municipal building and recreation facilities.
- Sweeping of street, sidewalks, taxi rank and bus rank.
- Empty street and public dustbins.
- Removal of building rubbles from public places.
- Perform any other duties delegated by the supervisor.

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2. DEPARTMENT : PLANNING & DEVELOPMENT
DIVISION : SPATIAL PLANNING
POSITION : GENERAL ASSISTANT
POST LEVEL : 15
NUMBER OF POST : 01
ANNUAL SALARY : R156 760.80

REQUIREMENTS

- Grade 12 certificate with Mathematics and N3 in Civil Engineering.
- 1 year experience in related field.
- Knowledge and skills on the interpretation of maps will be an added advantage.

RESPONSIBILITIES

- Bush cleaning during survey field work.
- Assist survey activities technician on daily activities.
- Beacon relocation for site boundaries.
- Assist survey during demarcation and allocation of sites.

3. DEPARTMENT : BUDGET & TREASURY
DIVISION : EXPENDITURE
POSITION : ACCOUNTANT
POST LEVEL : 05
NUMBER OF POST : 01
ANNUAL SALARY : R 484 840.92

REQUIREMENTS

- Grade 12 certificate plus National Diploma in Accounting/ Financial Management/ Management Accounting/ Taxation/ B tech Accounting or Cost and Management Accounting/ B Compt/ B. Com Accounting.
- Computer literate.
- 3 years related supervision experience.
- Registration as a Tax practitioner with SARS will be an added advantage.

RESPONSIBILITIES


- Completion and submission of monthly VAT returns and the relevant supporting documents to SARS.
- Monthly preparation of VAT journals, VAT Accounts, Advance payments, petrol cards accounts, Trade Creditors, Accruals and sundry Creditors Accounts.
- Reviewing of payment voucher before approvals.
- Confirming of banking details on the invoices with the internal banking reports.
- Assist internal and External Auditors with required documentations.
- Preparation of MFMA and any other experience related reports.
- Ensure that all payments vouchers are submitted to records for filing.
- Requesting of necessary information from SARS for the processing VAT objections processes.
- Assist in projects Monitoring and implementation.

NB. Application must be submitted on the signed Thulamela Municipality application form obtained on the Website: www.thulamela.gov.za accompanied by comprehensive C.V and certified copies of certificates to be forwarded to: **THE MUNICIPAL MANAGER, THULAMELA MUNICIPALITY, P/BAG X5066, THOHOYANDOU, 0950** or may be handed in at Office no: **130B** during working hours at Thulamela Municipality Head Office. For Administration enquires contact recruitment offices in human Resources: **015 962 7775 or 015 962 7643**

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Closing date: 22 June 2023

Should you not be contacted within **30 days** after the closing date, accept that your application has been unsuccessful.

Thulamela Local Municipality reserves the right not to fill any of these advertised posts.



MUNICIPAL MANAGER
MAKUMLE M.T

01.06.2023
DATE