

Ubuntu Municipality



NOTICE NO: 06/2026

EXTERNAL ADVERTISEMENT

Ubuntu Local Municipality, with its Headquarters in Victoria West invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: FINANCIAL SERVICES

1. Senior Credit Control Clerk: Richmond

Salary: (Task Level T 7)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

DURATION OF EMPLOYMENT: PERMANENT

KEY REQUIREMENTS

- Grade 12
- B.Com Accounting /National Diploma in Financial Management
- 2 - 5 years' relevant experience
- Understanding the applications of Asset Management and Asset Management Systems
- Understanding and knowledge of financial computer systems
- Understanding of Municipal Financial Management Act (MFMA) AND Treasury regulations and other legislation ,procedures and processes pertaining to local government finance
- Experience in Municipal budget /adjustment budget
- Experience in the compilation of Annual Financial Statements
- Experience in the compilation of the finalization of the audit of the annual financial statements of a Municipality
- Experience in the compilation and implementation of the audit action plans
- Experience in Supply Chain Management functions in a Municipality

- Knowledge of MSCOA
- A valid drivers licenses

KEY PERFORMANCE AREAS:

- Responsible for maintenance of the Asset Register
- Fleet Management and control
- Responsible for the assistance of the completion Annual Financial Statements
- Responsible for the compilation of the audit action plan(both internal and external audits) and oversight role to ensure all items included in the audit action plan are attended to during the year
- Assist with the compilation of the Annual report
- Assist with bank reconciliations
- Responsible for the compilation and implementation of the Municipality budget /adjustment budget and SDBIP
- Responsible for completion and submission of all MFMA monthly /quarterly /half yearly /yearly reporting.
- Responsible for ensuring that the MFMA and financial regulations is adhered to by the Municipality
- Compliance with MSCOA
- Any reasonable task that may be assigned by the Finance Manager and Chief Finance Officer

For enquiries contact the Human Resource Officer Ms. Viona Tieties at 053 6210 026.

Closing date: 08 October 2026

General information:

Ubuntu Municipality is committed to diversity, employment equity and the development of local communities. Preference will be given to suitable qualified candidates in line with Municipality`s Employment Equity Plan.

- Please note by applying for this position, the candidate consents to verification checks of qualifications and criminal records.
- The appointment will be subjected to a rigorous evaluation process.
- The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment will be reconsidered
- Canvassing with Councilors or any other decision-maker/member of selection committee, is not permitted and proof thereof will result in disqualification of your application.
- **NB: Applicants without required documents will not be considered. Applications can be emailed to recruitment@ubuntu.gov.za.**
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- The Council reserves the right not to appoint.

- Correspondence will be limited to short-listed candidates.

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