

Ubuntu Municipality



NOTICE NO: 08/2026

INTERNAL 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. BUDGET AND TREASURY CLERK: HEAD OFFICE

Salary: (Task Level T 6)

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
- National Diploma with majors in Accounting, Economics, Risk Management and Auditing among others.
- B Degree will be an added advantage
- At least two (2) years' relevant experience
- Computer Literacy: MS Office applications & Financial Systems
- Ability to communicate in two or more of the local official languages,
- Driver's license, Will be an added advantage
- No criminal record and or previous financial misconduct transgression against yourself
- Qualification in Financial Management will be an added advantage

KEY PERFORMANCE AREAS:

- Assist with the preparations of the Municipal Budget
- Inform departmental heads whether unit/departments has been depleted their votes
- Assist with the MFMA and all monthly /quarterly /half yearly and annual reporting
- Assist the compilation of the Annual Financial Statements
- Assist with the annual financial report of the Municipality
- Assist with handling audit queries
- Ensure that the expenditure levels are according to the budgets
- Assist with bank reconciliation
- Prepare and manage budget process as per key deadlines in the MFMA
- Prepare presentations per request
- Any reasonable tasks that may be assigned by the CFO

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

Closing date: 29 September 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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