

Ubuntu Municipality



NOTICE NO: 07/2026

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. BUDGET AND TREASURY OFFICER: HEAD OFFICE

Salary: (Task Level T 11)

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
- 2 - 5 years' relevant experience
- Three -year Bachelor's degree or National Diploma with majors in Accounting, Economics, Risk Management and Auditing among others.
- Computer Literacy: MS Office applications & Financial Systems
- A valid Driver's license
- No criminal record and or previous financial misconduct transgression against yourself.

KEY PERFORMANCE AREAS:

- Responsible for the maintenance of the Asset Register
- Fleet Management
- 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 the completion and submission of all MFMA monthly, quarterly, half - yearly and yearly reporting
- Responsible for ensuring that the MFMA and financial regulations are adhere to by the Municipality
- Responsible for ensuring that the Asset register and systems is updated regularly
- Compliance with MSCOA
- Any reasonable task that may be assigned by the Finance Manager and the Chief Financial 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.

**MR. Z MJANDANA
ACTING MUNICIPAL MANAGER
UBUNTU MUNICIPALITY
PRIVATE BAG X329
VICTORIA WEST
7070**

