



## **WALTER SISULU LOCAL MUNICIPALITY**

**(BURGERSDORP, MALETSWAI, STEYNSBURG, VENTERSTAD AND JAMES CALATA)**

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:

**NOTICE: 144/2025/2026**

### **INTERNAL / EXTERNAL ADVERTISEMENT**

#### **BUDGET AND TREASURY OFFICE**

#### **ACCOUNTANT CREDITORS X1**

#### **TASK GRADE 10**

**SALARY SCALE: R 287736.60 – R 373502.52 PER ANNUM**

#### **MINIMUM REQUIREMENTS**

- Grade 12,
- National Diploma in Accounting/Local Government Finance, Cost Management Accounting/Auditing or any relevant qualification
- A minimum of 3 years relevant experience in Local Government.
- Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed will be an added advantage

#### **KEY PERFORMANCE AREAS:**

●Recording, executing and reporting creditors, adhoc payments transactions and EFT payments on system ● Performing Accurate timeous payment of council's creditors according to the approved budget and in compliance with all the council's policies and Municipal Finance Management Act and other relevant legislation● Administering bank statements, handle month end and year end procedures, control integration of creditors with ledger, reconciliations, balance records ● Responding to audit queries, financial/statistical reports, computerised systems requirements and maintenance ●Ensuring VAT compliance and perform monthly VAT reconciliations ●Disseminating information and guidance with relation to performance management of the human capital of the Section ● Controlling procedural administrative requirements, record keeping and reporting deadlines associated with the functionality● Keeping abreast of developments, legislative changes, emerging trends and latest technologies in the profession. Provide support to year end process and clearing of exception

in Trial Balance General Ledger management and analysis monthly and quarterly. Reconcile exceptions on the GL and TB and prepare required correcting journals · Assist with Mid-Year and Annual Financial Statements· Ensure compliance with Municipal Finance Management Act and Treasury Regulations· Implement process improvements to enhance the accuracy, efficiency and effectiveness of financial reporting and analysis· Assist with development of the Audit File for Financial Statements· Assist with the development of Audit action plan

**BUDGET AND TREASURY OFFICE**  
**ACCOUNTANT DEMAND MANAGEMENT X1**  
**TASK GRADE 10**  
**SALARY SCALE: R 287736.60 – R 373502.52 PER ANNUM**

**REQUIREMENTS:**

Grade 12, Bachelor's Degree or /National Diploma in Supply Chain Management, or any relevant qualification related to Supply Chain. A minimum of 3 years' experience in Supply Chain Management or related field, Code EB Driving Licence. Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed will be an added advantage

**COMPETENCIES**

Good Interpersonal relationship skills to communicate with the service providers; Analytical thinking, Negotiation, Verbal and written communication, Sound organizing and planning, Problem Solving; Organizational awareness; Procurement & Tenders; Information Management; Task Management; Project Management; Financial Process Management; Ethical Conduct; Use of Technology and Ability to maintain high level of confidentiality.

**KEY PERFORMANCE AREAS:**

Coordinating the integration of the procurement plan. • Drafting appointment letter of Bid committee members. • Facilitating the issuing of suppliers to chief users. • Receiving requisition and check the correctness of specification. • Issuing and filing correspondence on non-performance of suppliers. • Coordinating and monitoring the delivery objectives and time frames. • Ensuring provision of secretarial services to all SCM Bid Committees. • Ensuring compliance with all audit requirements within SCM. Verifying if the utilized suppliers are registered on Central Supplier Database. • Verifying if service providers are not on NT list of blacklisted suppliers. • Advising and providing administrative requirements in procurement committees. • Ensuring that the procurement of goods and services is in line with the approved Departmental Procurement Plan. • Applying appropriate procedures and bid systems to solicit responses in the form of quotations from service providers. • Monitoring and maintaining supplier database, supplier performance and validation. • Coordinating and facilitating drafting of specification, terms of reference and advertisements. • Conducting need assessment of goods and services with departments and draft demand management plan and strategy linked with the budget of the Municipality. • Facilitating and conducting information sharing with suppliers and internal departments in relation to Supply Chain Management requirements and relevant regulations. • Attending to and controls activities associated with personnel performance, productivity, and administrative requirements of the function. • Ensuring effective

logistics management including issuing of purchase orders, management of departmental commitments, payment of suppliers within 30 days and management of stores • Perform ad hoc duties as assigned by the immediate Superior.

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. Siphso Sontashe, Manager Human Resources @ 051 6531777.

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

**CLOSING DATE: 30 JUNE 2026 @ 16H15**

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**



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**KHAYA GASHI**  
**MUNICIPAL MANAGER**

**11 June 2026**

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**DATE**