

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations and maintenance.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, MISA-ASD-FAS-01@misa.gov.za
- CLOSING DATE** : 15 August 2022
- NOTE** : All applicants must be SA citizens/ permanent residents. Applications must be submitted on new Z83 form obtainable from any public service department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom>. Applicants are NOT required to submit copies of qualifications and other relevant documents on application BUT must submit new Z83 application form and must be accompanied by a recently updated comprehensive CV with contactable references. Communication by HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following the communication from HR. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to sign new Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates could be expected to complete management competency assessments. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria and other provinces

OTHER POST

- POST 28/59** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: MISA/ASD-FAC/01 (X1 POST)**
- SALARY** : R382 245 – R450 255 per annum
- CENTRE** : Centurion- Head Office
- REQUIREMENTS** : An appropriate National Diploma or Degree in Accounting or Financial Management or equivalent qualification with Three (3) to Five (5) years relevant experience in Financial Management. Experience in the payroll system may be an advantage. Core Competencies: Strategic Capacity and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty, and Integrity. Technical competencies: In depth knowledge and understanding of: Knowledge: Public Finance Management (PFMA), Treasury Regulation, Division of Revenue Act, Basic Accounting System and General Ledger Reconciliation and Analysis Debtor Control and Creditor.
- DUTIES** : The successful candidate will perform the following duties: implement and monitor the procedure and policies with regard to financial accounting, Review and authorise transaction on PERSAL system and ensure compliance with internal control. Conduct monthly Reconciliation of wage payments, S&T's and related claims. Process sundry payments for claims and wage payment, Process supplier payments and maintain and clear off salary suspense accounts and reconciliation thereof on PASTEL system.
- ENQUIRIES** : Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/ 5379