


MUNICIPAL COUNCIL OF MANZINI		
QUALITY MANAGEMENT SYSTEMS	Doc Ref No.	TC-ADMIN - FRM - 015
	Revision Status	Issue 1
ADVERTISEMENT	Revision Date	20.08.2019
	Approved By	TOWN CLERK



EXTERNAL ADVERTISEMENT

1. ACCOUNTS OFFICER – PAYABLES & ASSETS MANAGEMENT

Job Summary

Responsible for overseeing the management of inventory, fixed assets, budgeting, prepare payment vouchers, monthly expenditure reports, and code monthly bills. The position will collaborate with the Financial Accountant to assist management use financial information to inform business strategy as well as assist in creating annual budget and up to date year-end projections.

Key Responsibilities

- Preparing payment vouchers and ensuring accuracy in purchase orders, invoices, and goods received.
- Preparing and drafting monthly expenditure reports detailing transactions and expenditures.
- Reviewing and updating the fixed assets register, conducting regular inspections, and managing depreciation.
- Managing inventory, including supervising warehouse staff, reconciling stock, and disposing of obsolete items.
- Capturing data and accounts, processing payments, handling customer complaints, and maintaining accurate financial records.
- Providing excellent customer service and resolving queries.


Qualifications and Experience Required

- Bachelor's Degree in Accounting or Finance or any relevant qualification
- 3 years of experience in Inventory and Asset Management

Key Competencies and Attributes

- Excellent accounting software user and administration skills
 - Experience with creating financial statements
 - Accuracy and attention to detail
 - Planning and organisational abilities.
 - Communication and team work within the officer's work area and across the organisation.
 - Supervisory skills
 - Customer service competencies
 - Ability to maintain a high degree of confidentiality
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2. HEALTH INSPECTOR (PUBLIC HEALTH)

Job summary

The Health Inspector is responsible for investigating health hazards in various settings and taking action to mitigate or eliminate these hazards. The role involves monitoring and enforcing standards of environmental and public health, including safety at work, housing, noise, and pollution control, to prevent health conditions injurious to the public.

Key Responsibilities

- Enforcing public health laws, legislation, and by-laws.
- Inspecting and investigating sources of pollution to protect the public and ensure conformance with local regulations.
- Implementing the City's Public Health Program and ensuring high standards of public health and cleanliness.
- Conducting inspections of premises, solid waste management systems, and various facilities to identify environmental hazards.
- Ensuring adherence to health and safety standards in workplaces, public places, and residential areas.
- Providing information to the public and preparing reports on the state of the environment.
- Managing community health complaints and serving notices for non-compliance.
- Conducting environmental surveys and inspections of potable water sources and public swimming areas.

Qualifications and Experience Required

- Bachelor of Science in Environmental Health Management.
- 5 years of work experience as a Health Inspector with Power of Entry.

Key competencies and attributes

- Ability to work independently and with minimal supervision
 - Knowledgeable in the field of Public Health
 - Enquiring with an eye for detail
 - Fair, impartial and tolerant of other persons belief and cultures
 - Integrity
 - Problem-solving skills
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Written applications must be submitted together with a comprehensive Curriculum Vitae and certified copies of certificates to recruitment@manzini.co.sz

Closing date for application is **21st August 2024**. Late applications shall not be accepted. Only electronic applications received before the closing date will be acknowledged.

Should you not receive further correspondence within one month of the closing date, please consider your application to be unsuccessful.