



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

Makhuduthamaga Local Municipality invites suitably qualified persons to apply for the under-mentioned position:

Chief Financial Officer

(5-year fixed-term contract)

**Salary: All-inclusive negotiable annual package of R581 810-R748 050,
as per Government Gazette No 37500 of 29 March 2014**

Based in Jane Furse

Requirements: • A BCom in Accounting, Financial Management, Economics or any relevant qualification at NQF level 6 • 5 years' experience at Middle Management level • A valid driver's licence.

Advantages: • Registration with a professional body • Minimum competency as per the National Treasury: Local Government, MFMA: Minimum Regulation on competency Level, Gazette 29967 issued on 15 June 2007.

Competencies as per GG No: 29967, June 2007: • Strategic leadership and management • Strategic financial management • Operational financial management • Governance, ethics and values in financial management • Financial and performance reporting • Risk and change management • Project management • Legislation, policy and implementation • Stakeholder relations • SCM • Audit and assurance.

Knowledge: • Good knowledge and understanding of relevant policies and legislation • Good understanding of municipal governance and performance management systems • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) • Knowledge of financial computer systems, the MFMA, Treasury Regulations and other legislation.

Key responsibilities: • Guide and assist departmental staff, directly supervise staff, provide coaching, counselling and assistance on professional responsibilities and technical skills, prioritise and assign tasks, develop staff skills and conduct performance evaluations, as well as identify training needs and provide training for staff • Contribute to strategic planning and budget alignment and report to the Executive and Management team • Develop the MTRF in line with the requirements of the MFMA, accommodating all units/departments and the regional offices • Develop and implement a budget spend management system to monitor the budget, which will prevent over- or under-expenditure • Submit, on a monthly, quarterly and annual basis, financial reports to EXCO to inform the Council on the financial position and performance of the organisation and compliance thereof with relevant legislation • Establish functional debt management and billing units to promote the financial sustainability of the Municipality • Compile the annual and mid-year financial statements (in line with GRAP) and submit the former to the Auditor-General and the latter to Treasury in time • Ensure that all financial reconciliations are performed and that reports are submitted to relevant stakeholders • Establish a credible invoicing management system and ensure that creditors are paid within 30 days to ensure proper management of accounts payable • Implement the MFMA implementation plan and instil compliance with MFMA to uphold the credibility of the organisation by enabling it to obtain an unqualified audit report • Ensure effective functioning of the Supply Chain Management Forum • Establish a functional Supply Chain Management unit in line with National Treasury Regulations, to ensure compliance with MFMA regulations • Establish an updated Asset Register and the corresponding asset management policy and procedures to enforce compliance with and implementation of GRAP • Implement the inventory requisition system to monitor inventory and that annual stock counts are conducted • Facilitate insurance management by incorporating an insurance management system to control claims and develop corresponding policy • Compile all relevant financial policies and procedures to ensure sound and sustainable financial management • Report to the EXCO via the Accounting Officer and expeditiously make the Accounting Officer aware of any potential endurances/obstacles towards the achievement of any of performance agreement undertaking. This will include intervention strategies or mechanisms he/she intends to implement to minimise the impact of any justified deviation from the set goals • Conduct staff meetings to monitor and improve the performance of the Department in achieving the strategic programmes as aligned to the organisation's strategies and objectives.

Makhuduthamaga Local Municipality is an equal opportunity and affirmative action employer.

Short-listed candidates will be subjected to security and reference checks as well as competency assessment for recommended interviewees, as per regulations. The appointed candidate will be required to sign an employment contract, a performance contract and a disclosure of financial interests.

Enquiries: Mr MK Matlala, the Director: Corporate Services, tel. (013) 265-8628 or Mrs MA Mahlare, the Manager: Human Resources, tel. (013) 256-8628. Switchboard: (013) 265-8600

To apply for the above post, please use the prescribed application form (Annexure C) in terms of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) issued on 17 January 2014 (Government Gazette: Local Government Regulations for Appointment and Conditions of Employment of Senior Managers), obtainable from our municipal website, reception/HR office. An application not made on the prescribed official form will not be considered. The application form must be accompanied by a detailed CV, originally certified copies (not older than 3 months) of academic qualifications, copy of an Identity Document and driver's licence. No faxed, e-mailed or Z83 applications will be accepted. Failure to comply with the above request will disqualify your application.

Please forward application to the Municipal Manager, Makhuduthamaga Local Municipality, Private Bag X434, Jane Furse 1085 OR hand deliver at the municipal reception at Stand No 1, Groblersdal Road, Jane Furse 1085.

Canvassing for appointment is strictly prohibited and any corroborating evidence thereof will disqualify the applicant.

Closing date: 22 August 2014 at 16:30

Correspondence will only be entered into with short-listed candidates. If you do not receive notification regarding your application within one month of the closing date, please accept that your application was unsuccessful. The Municipality reserves the right not to make any appointment.

ME Moropa - Municipal Manager