



Makhuduthamaga Local Municipality invites suitable applicants to apply for the under-mentioned position.

Chief Financial Officer (Re-Advert). Those who applied before are advised and welcome to re-apply, if still interested. **(2 years fixed term contract).**

Salary: All inclusive negotiable annual package of: **R 581 810.00 to R 748 050.00** as per Government Gazette No: 37500 of 29 March 2014

Municipal Manager's Office

Requirements: • B-com in Accounting, Financial management, economics or any relevant qualification at NQF level 6 • Five years relevant **financial** experience at middle management level • Valid Driver's licence.

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

Competency as per Local Government: MFMA, 2003 (Act No. 56 of 2003): Strategic leadership and management • Strategic Financial management • Operational Financial management • Governance, ethics and value 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 legislations • 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 finance computer systems, MFMA, Treasury regulations and others legislations.

Key responsibilities: Guides and assists department staff; directly supervises staff; provides coaching, counseling and assistance on professional responsibilities and technical skills; prioritizes and assigns tasks; develops staff skills and conducts performance evaluations; identifies training needs and provides training for staff • Contributing to strategic planning and budget alignment and reporting to executive and management team • Development of the MTREF in line with the requirements of the MFMA accommodating all units/department and the regional offices • Develop and implement a budget spent management system to monitor the budget to prevent over or under expenditures • Submit on a monthly, quarterly and annual basis, financial reports to the EXCO to inform the council on the financial position and performance of the organization and compliance thereof relevant legislature • Establish functional debt management and billing units to promote financial sustainability of the municipality • Compilation of the annual and mid-year financial statement (In line with GRAP) and submission of the former to the Auditor General and the latter to Treasury in time • Ensure that all financial reconciliation 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 • Implementation of the MFMA implementation plan and instill compliance with MFMA to uphold the credibility of the organization by enabling the organization to obtain unqualified audit report • Ensure effective functioning of Supply Chain Management Forum • Establish a functional Supply Chain Management unit inline with National Treasury regulation to instill compliance with the MFMA regulations • Establish an updated Asset Register and the corresponding asset management policy and procedures to enforce compliance and implementation of GRAP • Implementation of the inventory requisition system to monitor inventory and that annual stock counts are conducted • Facilitate insurance management by incorporating insurance management system to control claims and develop corresponding policy • Compilation of all relevant financial policies and procedures to ensure sound and sustainable financial management • The CFO to report to the EXCO via the accounting officer and expeditiously make the Accounting officer aware of any potential endurances/obstacles towards the achievements of any of the performance agreement undertaking. This will include intervention strategies or mechanism he intends to implement to minimize the impact of any justified deviation from the set goals • Conduct staff meeting to monitor and improve the performance of the department in achieving the strategic programmes as aligned with the organization strategies and objectives. **No fax, e-mailed or Z83 applications will be accepted.**

To apply for the above post use: a prescribed application form (Annexure C) in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) issued on the 17th 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 old than 3 months) of academic qualifications, copy of an identity document and driver's licence. The shortlisted candidates will be subjected to security and reference check as well as competency assessment for recommended interviewees, as per the regulation. The appointed candidate will be required to sign an employment contract, a performance contract and a disclosure of financial interest. Failure to comply with the above request will disqualify your application.

ENQUIRIES: Mr. Matlala M.K (Director: Corporate Services), Tel: (013) 265 8628. Mrs. Mahlale M.A (Manager: Human Resources), Tel: (013) 256 8628, Switchboard: (013) 265 8600. These posts are based in Jane Furse.

Applications should be directed to the below address.: Please forward application to: The Municipal Manager, Makhuduthamaga Local Municipality, Private Bag x 434, Jane Furse, 1085 OR **Hand- delivered to:** Stand No 1, Groblersdal Road, Jane Furse, 1085 @Municipal Reception.

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

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

CLOSING DATE FOR APPLICATIONS:
07th August 2015



We welcome applications from women and people with disabilities