



# MAKHUDUTHAMAGA LOCAL MUNICIPALITY

*Mmogo re šomela diphetogo!*

**DEPARTMENT:**  
CORPORATE SERVICES

**PHYSICAL ADDRESS**  
01 Groblersdal Road  
Jane Furse  
1085

**POSTAL ADDRESS**  
Private Bag X434  
Jane Furse  
1085

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned vacancy

## 1. DEPUTY CHIEF FINANCIAL OFFICER(Re-Advert)

**BASIC SALARY: R 368 121.96(Excluding benefits)**

**MINIMUM REQUIREMENTS:** • B.Com Degree in Accounting or Equivalent • 5 years relevant experience of which 3 years is in Supervisory role

### KEY PERFORMANCE AREAS:

- Day to day operation of finance department- to enable the compilation of Annual and monthly financial statements and compliance to MFMA
- Preparation of financial statements- as required in terms of the MFMA in accordance to accepted accounting practices
- Compliance to MFMA – ensure compliance to the MFMA management calendar
- Management of income section –that the billing system is kept up to date and that consumer accounts is formulate accurately and dispatched on the deadline approves by Council.
- Management of expenditure section – that all general ledger accounts are reconciled on time and that the cash book and bank statements are reconciled monthly.
- System maintenance – ensure that the integrity and safety of the financial operating system is maintained at all times.
- Reporting – that reports are submitted pertaining to monthly expenditure, monthly creditors reports, debt collection, indigent, cash flow, funds, reserves and investments, insurance claims and losses.
- Audit preparation – to facilitate the Annual Audit by the Auditor General.
- Asset Management – ensure effective management and control of all municipal assets.
- Ensure the effective management of available investments.
- Ensure the effective management of all policies and by-laws.
- The effective human resource management of income and expenditure section by monitoring the implementation of the disciplinary and grievance code.
- Carry out any unspecified financial duties as designated by the CFO

## 2. PMS OFFICER

**BASIC SALARY: R 234 443.93 (Excluding benefits)**

**MINIMUM REQUIREMENTS:** • Grade12, National Diploma in Human Resource Management or equivalent, 2 years' relevant experience

### KEY PERFORMANCE AREAS

- Performance Management Administration
- Performance Management Systems
- Co-ordinate PMS activities/issues.
- Implement policies and strategies for the development of PMS matters



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- Assist to develop and review the Services Delivery and Budget Implementation Plan (SDBIP)
- Implement an IDP Framework and process plans
- Facilitate the developing and reviewing of the PMS.
- Facilitate the developing of performance contracts for Municipal employees

### 3. FINANCE INTERN (2 Years Contract Position)

**Basic salary:** R 144 828.12

**Requirements:** Grade 12 B.Comm in Accounting/Finance/Internal Audit or National Diploma in Accounting/Finance/Internal Audit or equivalent qualification

#### KPA'S:

Assist in the following:

- Budgeting
- Annual financial statement preparation,
- Supply chain management, internal control,
- Asset management, revenue management,
- Expenditure management and financial reporting,
- Client services and debtor services.
- Perform any other duties required from you time to time



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**To apply for the above post use:**

The application form/Letter 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

Failure to comply with the above request will disqualify your application. Emailed and faxed applications will not be considered.


**ENQUIRIES:**

HR:013 265 8619/16

Switchboard: (013) 265 8600

**Applications should be directed to the below address.**

**Please forward application to:** The Municipal Manager, Makhuduthamaga Local Municipality, Private Bag X434, Jane Furse, 1085 **OR** Hand- delivered to: Stand No 1, Groblersdal Road, Jane Furse, 1085 @Municipal Reception

Women and  (people with disability) are encouraged to apply.

Successful candidate will be stationed is Jane Furse Makhuduthamaga Municipality Main Office

Successful Candidate will be required to sign employment contract and disclose financial interest.


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

**Closing Date: 21<sup>st</sup> September 2018**

Applications received after the closing date will not be considered, and if you don't hear from the municipality within 30 days then regard your application as being unsuccessful

Makhuduthamaga Local Municipality is an equal opportunity, Affirmative action employer and subscribe to principles of employment equity

Approved	Not Approved	Approved as amended
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\_\_\_\_\_  
Date  
Rampedi M.N.  
Municipal Manager

27/08/2018  
Date

Office of the Municipal Manager



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