



*Mmogo re šomela diphetogo!*

**DEPARTMENT:**  
CORPORATE SERVICES

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

**ADVERTISEMENT OF SENIOR MANAGERS' POSITIONS**  
**(Positions are all based in Jane Furse Municipality's Main Office)**

**1. RE- ADVERT: CHIEF FINANCIAL OFFICER (PERMANENT)**  
(People who applied before are advised to re-apply)

**REMUNERATION:**

<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
R 907,864	R 1,037 559	R 1,150,465

**Requirements:** • Grade 12 and a Degree/B Tech qualification in Accounting, Financial Management, Economics (at NQF Level 7) as recognized by SAQA, Minimum of 5 years at middle management level, work-related experience.

**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:**

**1. BUDGET AND TREASURY MANAGEMENT**

- Implement an effective financial management system inclusive of, but not limited to: Implementation of financial management policies and procedures; Implementation of an effective Supply Chain Management System; Implementation of internal control mechanisms and anti-corruption measures; Implementation of approved and signed delegations of authority; and Ensure compliance to the municipal legislative framework
- To lead and direct expenditure management
- To lead and direct revenue management
- To lead and direct assets management
- To lead and direct supply chain management

**2. Financial management support**

- Provide timely and relevant financial management reports to all stakeholders; and
- Provide sound financial management advice to the accounting officer and senior line managers in terms of their financial management responsibility and delegated authority.



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### **3. Integrated Development Plan (IDP), Budget, Service Delivery, and Budget Implementation Plan (SDBIP)**

- Implementation of effective processes, support, and coordination for the compilation of the Integrated Development Plan, Budget and Service Delivery, and Budget Implementation Plan.

### **4. Manage Resources & Performance Management**

- Effective, efficient, and economical use of financial and other resources;
- Prevention of unauthorized, irregular and fruitless, and wasteful expenditure;
- Maintaining high levels of revenue collection; safeguarding assets; and effective management of liabilities.
- Manage staff and administer the performance management system for all direct reports to the CFO; and
- Responsibility for the execution and timely delivery of outputs in the CFO's signed performance contract; accountability to the accounting officer.

## **2. SENIOR MANAGER CORPORATE SERVICES (PERMANENT)**

### **REMUNERATION:**

<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
R 907,864	R 1,037 559	R 1,150,465

**Requirements:** • Grade 12 and a Bachelor's degree in Public Administration/ Management Sciences/ Law; or equivalent relevant qualification (at NQF Level 7) as recognized by SAQA. Five (05) years of relevant experience at the middle management level. Have proven successful management experience in administration

**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) • Good knowledge and understanding of institutional governance systems  
Good knowledge of Corporate Support Services, including Human Capital, Legal Services, Information and Communications Technology (ICT), Council Committee Support services, Registry, Communications, and Customer Relations Act, and other coordination and oversight of all specialized support functions  
Knowledge of the local government environment, excellent communication and negotiating skills at all levels of local government  
Good skills in conflict resolution, problem-solving, and ability to be decisive

### **KEY PERFORMANCE AREAS:**

- Human Resources Management
- Legal Service
- Information and Communication Technology (ICT)
- Communications & Customer Relations Management
- Administration Services
- Council and Committee administration



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- Corporate support to other directorates
- Develop, implement, and manage strategic goals, policies, procedures, and plans for the directorate and align them with the strategic objectives of the Municipality
- Integrate service delivery in the context of the Council's IDP and oversee the implementation
- Manage the directorate's budget planning, implementation, and budget review to support priorities and deliverables in about Integrated Development Plan
- Provide advice and support to Council, the Municipal Manager, and other office bearers on all functions of the Directorate.

### 3. SENIOR MANAGER COMMUNITY SERVICE (PERMANENT)

**REMUNERATION:**

Minimum	Midpoint	Maximum
R 907,864	R 1,037 559	R 1,150,465

**Requirements:** Grade 12, Degree in Social Services/Public Administration/Law; or equivalent, 5 years experience in middle management, Registration with South Africa Council for Social Service professionals (SACSSP) will be an added advantage.

- **Knowledge:** • Good knowledge and understanding of relevant policies and legislations • Good knowledge and understanding of institutional governance and performance management systems • Understanding of council operations and delegation of power, as well as health services, Cemetery services, Public safety, and parks and recreation management, 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 PERFORMANCE AREAS:**

- To lead and direct the provision of Traffic, Community Safety, and Disaster Management.
- To lead and direct community and social services, Libraries, Heritage, Arts, and Culture; Youth and Sports Development; Parks and Recreation to Communities in a sustainable manner
- To lead & direct Solid waste & Environmental management
- Develop, implement, and manage strategic goals, policies, procedures, and plans for the directorate and align them with the strategic objectives of the Municipality
- Integrate service delivery in the context of the Council's IDP and oversee the implementation
- Manage the directorate's budget planning, implementation, and budget review to support priorities and deliverables in about Integrated Development Plan
- Provide advice and support to Council, the Municipal Manager, and other office bearers on all functions of the Directorate.



# MAKHUDUTHAMAGA

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## LOCAL MUNICIPALITY

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

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

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**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, academic qualifications, and a copy of an identity document

The shortlisted candidates will be subjected to security vetting and reference the checks well as competency assessment for recommended interviewees, as per the regulation

The appointed candidate will be required to sign an employment contract, a performance agreement, and a disclosure of financial interest.

Failure to comply with the above request will disqualify your application.

**ENQUIRIES:**

**RADINGOANA M.J:013 265 8731**

Switchboard: (013) 265 8600

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

**Please forward the 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

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

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

**Closing Date: 31<sup>st</sup> March 2023**

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