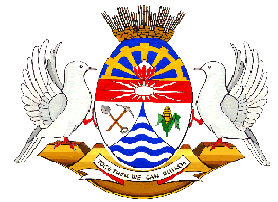


LEJWELEPUTSWA DISTRICT MUNICIPALITY



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The Lejweleputswa District Municipality hereby invites suitably qualified persons to apply for the following positions:

CHIEF FINANCIAL OFFICER

(The position is a performance based 5 year fixed term contract)

REMUNERATION: A negotiable remuneration package per annum that is all inclusive.

REQUIREMENTS:

- A BCom Degree in Finance or equivalent qualification in Financial Management (with Municipal Finance and Accounting)
- Minimum five (5) year experience at Senior Management level in Local Government Finance
- Possession of CPMD would be an advantage
- Comprehensive knowledge and understanding of Municipal Finance Management Act, Treasury regulations and other legislation including a proven experience in its application
- Good practical knowledge of Municipal Property and relevant regulations
- Knowledge of GRAP (Generally Recognised Accounting Practices)
- Track record in preparations and management of strategic plans, business plans and budgeting
- An excellent track record in the implementation and maintenance of sound financial systems
- The ability to work under pressure
- Computer literacy

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Strategic leadership and management
- Strategic financial management
- Operational financial management
- Financial and performance reporting
- Risk and change management
- Legislation, policy and implementation
- Understanding and knowledge of financial computer systems
- Supply chain management
- GRAP standards

KEY PERFORMANCE AREAS:

- Responsible and accountable for the management of the Financial Services Department regarding to Policy making, Organising, Financing , Personnel Management, utilisation and discipline

- Governance management and control
- Advise Council, Mayoral Committee, the Accounting Officer and Senior Management on the exercise of powers and duties assigned to the accounting offices in terms of MFMA
- Supervision and executing powers over the recording of financial transactions to ensure that all financial transactions are accounted for
- Ensure implementation of GRAP standards
- Prepare annual financial statement
- Compiling the Budget according to MTREF standards
- Supervision and control over financial aspects of capital projects (Financing, loan approvals, borrowing powers)
- Responsible for asset register
- Ensure the development and implementation of strategies that have measurable positive impact on financial performance
- Overall responsibility and accountability for all income, expenditure, assets and discharge of all liabilities of the municipality

GENDER OFFICER (LEVEL 6)

(1 YEAR RENEWABLE CONTRACT)

RESPONSIBILITIES:

- The Gender Officer is responsible for gender mainstreaming and proactive technical support to the organization. S/he will work with all departments and partners to ensure that gender equity principles are incorporated into all policies and activities. S/he will plan, implement and follow up on gender-related activities and provide support to Counterpart staff, partners and grantees on mainstreaming gender in their programs and activities, including design and implementation of trainings on gender-related topics.
- Provide support, training and technical assistance to the partners on gender and related topics.
- Ensure gender integration in the day-to-day activities.
- Provide support to all departments specific to gender mainstreaming, with particular emphasis on helping relevant departments analyze program implications for men and women in various communities and ways to address issues. The incumbent should ensure that the gender checklists are used and should be able to work with various departments on revising and revisiting the gender sensitive indicators for improved mainstreaming.
- Design and implement trainings for Counterpart and partners staffs on gender related topics and mainstream, including but not limited to gender awareness and integration, human rights program management, gender inclusiveness toward more efficient and effective organizational operation.
- Develop bi-weekly, monthly and quarterly reports on gender department activities.

- Participate in gender-related events (meeting, workshops, conferences) and network within the country in-order to stay updated about gender related development.
- To train, support and coordinate field project teams on all gender related activities.
- To develop training and promotional materials in conjunction with the Gender Expert on gender approaches.

REQUIREMENTS

- B. Degree or NQF level 6
- Computer Literacy
- Proven 3 year working experience
- Valid driver's license

The Lejweleputswa District Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

DIRECTIONS TO CANDIDATES

1. Applications, together with a comprehensive CV and certified copies of qualifications, can be directed to: **The Municipal Manager, Lejweleputswa District Municipality, c/o Tempest and Jan Hoffmeyer Road, PO Box 2361, WELKOM, 9459.**
2. **Late, Faxed and/ or e-mailed applications will not be considered.**
3. Canvassing will automatically disqualify a candidate.
4. Enquiries should be directed to **Human Resource Section Me. Selina Maselwanyana: Tel 057 353 3094.**
5. Should you not receive any response within 30 days after the closing date consider your application unsuccessful.
6. The Municipality reserves the right to make no appointment.

Closing date: 10 August 2012

Please note: applications received after the closing date will not be considered.

**MM MTHOMBENI
ACTING DISTRICT MUNICIPAL MANAGER**

