



Lejweleputswa District Municipality

Cnr. Jan Hofmeyer & Tempest Road
P.O. Box 2163
WELKOM
9460
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The Lejweleputswa District Municipality situated in Welkom in the Free State Province hereby invites suitably qualified individuals to apply for the following Senior Manager post:

Office of the Municipal Manager CHIEF FINANCIAL OFFICER

Remuneration package: R708 305 (minimum); R878 063 (midpoint); R987 820 (maximum) per annum all-inclusive (as determined by Notice No: 40118 of 2016 on upper limits for Senior Managers for a Category 3 Municipality) (5-year fixed-term performance-based contract)
Centre: Welkom, Free State

Reporting to the Municipal Manager, the Chief Financial Officer will be the custodian of Revenue Management, Budget and Reporting, Expenditure, Supply Chain Management and Assets Management. In this regard, the position is responsible for overall managing, planning, organising, coordinating, directing and controlling activities of staff at the Budget and Treasury Office as well as Supply Chain unit.

Requirements: • A Bachelor's degree or BTech in Accounting • Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 • 5 years' experience in a Senior Management position at Local Government level/public service • Extensive knowledge of the Local Government Municipal Finance Management Act, 2003, National Treasury Regulations and all other related regulations • The ability to compile a Municipal Budget and Annual Financial Statements • Excellent communication and report-writing skills • Knowledge and understanding of computerised financial systems, Excel, database, MS Word and PowerPoint • A valid driver's license.

Added Advantage: Registration with a recognised relevant professional body will serve as a strong recommendation.

Skills and competencies: • Strategic leadership and management • Strategic financial management • Governance, ethics and values in the public sector • The ability to manage departmental finances and submit necessary reports on a monthly basis • The ability to interact with other people • Presentation skills • People management and interpersonal skills • Excellent stakeholder relations • In-depth knowledge of current trends in innovations and practices to be able to analyse and evaluate the feasibility of options and alternatives in the delivery of quality services that comply with statutory provisions • Analytical thinking • Policy conceptualisation and implementation • Conflict management • Risk and change management • Mediation skills • Diversity management • Project management.

Key performance areas: • Be responsible for the overall management of the Budget and Treasury Office • Draft and implement the departmental SDBIP • Perform all delegations by the Accounting Officer in terms of MFMA and any other duties or functions that may be assigned by the Accounting Officer of the Municipality • Manage, plan, organise, coordinate, direct and control activities of staff at the Budget and Treasury Office, as well as Supply Chain Management • Contribute to strategic planning and budget alignment and reporting to the Executive and Management Team • Advise the Accounting Officer on the exercise of powers and duties assigned to the Accounting Officer in terms of the MFMA • Assist the Accounting Officer in the administration of the Municipality's bank accounts and in the preparation and implementation of the Municipality's budget and financial statements • Advise Senior Managers and other senior officials on the exercise of powers and duties assigned to them in terms of Section 78 or delegated to them in terms of Section 79 of the MFMA • Perform budgeting, accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management, review and other duties as may be required in terms of section 79.

Please note: Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all shortlisted candidates. It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA) and to attach proof thereof. The Municipality subscribes to and promotes the principles of employment equity and affirmative action. The Council reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidates who meet the above-mentioned competencies will be shortlisted. Shortlisted/recommended candidates will be subjected to a competency based assessment over 2 days prior appointment. Successful candidates will be subjected to qualification verification, security vetting and criminal records checking. The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interest within 60 days of appointment. Advertisement of this post is subject to Local Government Regulations on the Appointment and Conditions of Employment of Senior Managers of 17 January 2014.

The above appointment will be made in compliance with the provisions of sections 56 & 57 of the Local Government: Municipal Systems Amendment Act 7 of 2011

Interested persons meeting the above-mentioned requirements are requested to complete Annexure C form as stipulated on the Local Government regulations: Municipal Systems Act (Act No 32 of 2000) as amended, which is accessible on the following website: www.gpwnonline.co.za and at the municipal offices and forward this, together with a comprehensive Curriculum Vitae (CV), certified copies of qualifications and driver's license to the Municipal Manager, Me. PME Kaota, Lejweleputswa District Municipality, PO Box 2163, Welkom 9460, or hand deliver applications at the Municipal Building, corner Tempest & Jan Hofmeyer Roads, Jim Fouché Park Welkom 9460.

No applications will be considered if it is not on the official application form.

Faxed, e-mailed and late applications will not be considered.

Enquiries: Mr. C Petersen, Tel. (057) 353 3094/5/6/7

Closing date: 06 September 2017

**PME KAOTA
MUNICIPAL MANAGER**



Lejweleputswa
DISTRICT MUNICIPALITY