

MUNISIPALITEIT EMTHANJENI MUNICIPALITY



RE-ADVERTISEMENT: NOTICE NO. 49/2023

Emthanjeni Municipality, with its Headquarters in De Aar, invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer, subscribes to the principles of employment equity, and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: FINANCIAL SERVICES

POSITION: CHIEF FINANCIAL OFFICER
LEVEL: MANAGER DIRECTLY REPORTING TO THE MUNICIPAL MANAGER
CENTRE: DE AAR, NORTHERN CAPE

A. Annual Total Remuneration Package:

- Minimum Total Remuneration Package – R859 002.00 - Midpoint Remuneration Package- R965 171.00– Maximum Remuneration Package- R1 055 932.00.
- A Remote Allowance, not exceeding 10% of the Total Annual Remuneration Package may also be paid as well as a cellphone allowance.

B. Term of Appointment:

Permanent employment as provided for in the amended Local Government: Municipal Systems Act, No. 3 of 2022, and includes signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act as well as a declaration of financial interest.

C. Essential and Non-negotiable Requirements:

Knowledge of the specified fields, knowledge of interpretation and implementation of policies and procedures, knowledge of performance management and reporting,

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knowledge of developmental local government in the South African context, competency in policy conceptualization, analysis and implementation.

- B Comm Degree qualification in the fields of Accounting, Finance or Economics or equivalent (financial management) at NQF Level 7;
- Extensive knowledge of the Local Government: Municipal Finance Management Act, Act No. of 2003, National Treasury Regulations and all other related legislation, policies and regulations;
- Minimum of five (5) years' experience at middle management levels, preferably within Local Government environment;
- Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette No. 29967 of 15 June 2007; i.e. South African Qualifications Authority Qualification ID No. 48965 for Chief Financial Officers of municipalities, e.g. CPMD, MFMP, etc. If a newly appointed person is not in possession of this Competency certificate, he/she must complete it within 18 months from the date of employment, in accordance with Government Notice Number 91 of 3 February 2017, as promulgated in Government Gazette No. 40593;
- Ability to compile a municipal budget and annual financial statements;
- Knowledge and understanding of computerised Financial Systems, Spreadsheets, Databases and Word Processing;
- A valid driver's license and own motor vehicle to execute duties;
- Knowledge of mSCOA; and
- No criminal record.

D. Key Performance Areas (KPA's):

- Perform all delegations by the Accounting Officer in terms of the MFMA, and any other duties or functions that may be assigned by the Accounting Officer;
- Ability to compile the municipal budget and annual financial statements and control all the Municipality's bank accounts;
- Managing, planning, organising, coordinating, directing and controlling activities of staff at the Budget and Treasury Office, as well as the Supply Chain Management unit;
- Contribution to strategic planning and budget alignment and reporting to management team;
- Development of MTREF in line with the requirements of the MFMA accommodating all departments/units;
- Develop and implement a budget spend management system to monitor the budget to prevent over or under expenditure;
- Establish functional debt management and billing units to promote the financial sustainability of the Municipality;

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- Implementation of the MFMA Implementation Plan and instil compliance with MFMA to uphold the credibility of the Municipality by enabling the Municipality to obtain unqualified audit report;
- Establish and manage a functional Supply Chain Management unit in line with National Treasury Regulations to instil compliance with MFMA Regulations;
- Establish an updated Asset Register and the corresponding asset management policy and procedure to enforce compliance with and implementation of the GRAP;
- Implementation of inventory requisition system to monitor inventory and ensure that the annual stock counts are conducted;
- Facilitate insurance management by incorporating an insurance management system to control claims and develop corresponding policy;
- Compilation of all financial policies and procedures to ensure sound and sustainable financial management;

Please Note:

- No faxed applications will be considered;
- Candidates are required to complete the prescribed “Annexure C” application form as per the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice No. 21 Government Gazette No. 37245 dated 17 January 2014 which is obtainable from the internet at www.gpwonline.co.za, or on the Municipal Website www.emthanjeni.co.za, (failure to do so will result in the candidate being disqualified);
- Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and competency assessment and should also disclose financial interest;
- Emthanjeni Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the Municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted in the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within 90 days after the closing date, please consider your application unsuccessful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he/she after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and driver’s license (certified

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copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed to:

**Attention: Mr D Molaole
Municipal Manager
Emthanjeni Local Municipality
PO Box 42
DE AAR
7000**

Or can be hand delivered at:

**Emthanjeni Municipality
45 Voortrekker Street
DE AAR
7000**

Enquiries may be directed to the Municipal Manager, Mr D Molaole, at dmolaole@emthanjeni.co.za or telephonically on at 053 632 9100 during office hours (08:00 –16:25).

Closing date: 03 July 2023 at 12:00