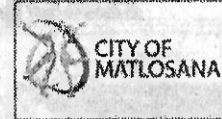


# 18 Rapport Loopbane / City Press Careers

06.06.2021

DIRECTORATE: BUDGET AND TREASURY OFFICE - Klerksdorp  
POSITION DIRECTOR: BUDGET AND TREASURY OFFICE (CFO)  
- 5 YEAR FIXED TERM CONTRACT



To be stationed at Klerksdorp

**Salary:** Total remuneration package R1 188 638 (minimum) / R1 415 047 (midpoint) / R1 596 747 (maximum) per annum as in terms of the Local Government: Municipal Systems Act (32 of 2000): Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers, of Government Gazette No. 43122 dated 20 March 2020.

**Minimum Qualifications and Requirements:**

- At least a Post Graduate Degree or qualification in the fields of Accounting, Finance, Economics registered on the National Qualifications Framework at NQF level 8 with a minimum of 120 credits or Chartered Accountant (SA) • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with minimum regulations on competency level of 2007 • Computer literacy covering all applications • A valid driver's license • The need for signing of an employment contract, a performance agreement and disclosure of financial interest • The need to undergo security vetting • The need to undergo competency assessment test • NO criminal record • Registration with professional body will be added advantage

**Years of experience:**

- Minimum of 5 years experience at middle management level and 2 years of which must be at senior management level • Have proven successful institutional work-related experience • Local Government experience will be an added advantage

**Minimum Knowledge:**

- Advanced knowledge and understanding of relevant policy and legislation • Advanced understanding of institutional governance systems and performance management • Advanced understanding of council operations and delegation of powers • Good governance • Audit and Risk management establishment and functionality • Budget and finance management • Good knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No:5 of 2000) • Ability to prove strategic, visionary and innovative leadership • An in-depth practical knowledge and understanding of the MFMA, GRAP, GAMAP, DORA, Treasury regulations, Municipal policies and By-laws • Ability to communicate and negotiate at all levels of government and with all relevant stakeholders. The ability to contribute to service delivery systems of a complex nature and to manage the achievement of municipal strategies and goals • To formulate and influence short, medium and long term service delivery plans to deliver on municipal strategies and goals • To provide supportive leadership to the accounting officer and senior management team • To develop and maintain strategic alliance with various stakeholders • To guide the management of an effective, economic and efficient finance function, supported by effective financial management • To forecast revenue and expenditure and assess the impact thereof • To commission and operate financial systems • To maintain sufficient working capital (cash flows/short term liquidity) to meet the needs of the municipality • To manage the budget preparation and implementation process and provide technical expertise in this regard • To support and implement good governance in the area of responsibility • To implement and manage the financial and performance reporting process of the municipality • To undertake risk, change and guide the management of such • To support and contribute to the formulation of policy and By-Laws by the municipality council • To implement, manage and oversee the implementation of legislation and policy within the area of responsibility • To manage and oversee a fair, equitable, transparent, competitive and cost effective SCM function • To support the audit process in order to obtain the optimum level of assurance from Auditor-General

**Leading Competencies:**

- Strategic Direction and Leadership - Impact and Influence; Institutional Performance Management; Strategic Planning and Management and Organisational Awareness • People Management - Human Capital Planning and Development; Diversity Management; Employee Relations Management and Negotiation and Dispute Management • Program and Project Management - Program and Project Planning and Implementation; Service Delivery Management; Program and Project Monitoring and Evaluation • Financial Management - Budget Planning and Execution; Financial Strategy and Delivery and Financial Reporting and Monitoring • Change Leadership - Change Vision and Strategy; Process Design and Improvement and Change Impact Monitoring and Evaluation • Governance Leadership - Policy Formulation; Risk and Compliance Management and Cooperative Governance

**Core Competencies:**

- Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus

**Key performance areas:**

- Provides strategic financial management direction, advice, and leadership to the Budget and Treasury Office and the municipality. • Ensure the provision of an effective financial management service by implementing and maintaining an effective financial management service inclusive of policies, procedures, standards, practices, anti-corruption measures and an effective accounting service within the municipality. • Provides strategic direction to the financial planning and budgeting process within the municipality, and ensure that the strategic plan is consistent with the MTEF, MFMA and Treasury Regulations. • Ensure effective revenue collection systems that are consistent with the Municipal Systems Act and an effective system of expenditure management. • Supports the Accounting Officer and other Senior Managers in the execution of their functions. • Oversee and lead the budgeting process in compliance with National Treasury guidelines and to monitor the utilisation of budgets within the organisation. • Reports directly to the Municipal Manager.

**CLOSING DATE:** 02 JULY 2021

Please note that no application without certified copies and other relevant documents will be considered.

If interested, you are requested to submit a completed Prescribed Application Form and detailed Curriculum Vitae and originally certified certificates to the Performance Management Unit, Room 301, 3rd Floor, Civic Centre, OR Tambo Avenue, Klerksdorp. The prescribed application form is available on Matlosana's municipal website ([www.matlosana.gov.za](http://www.matlosana.gov.za)).

Alternatively, the completed Prescribed Application Form and Curriculum Vitae may be mailed to: Performance Management Unit, P.O. Box 99, Klerksdorp, 2570 or e-mailed to [cvanrensborg@klerksdorp.org](mailto:cvanrensborg@klerksdorp.org).

Enquiries can be made with Mr. OC Powrie (Performance Manager) at 018 487 8527. Suitably qualified and/or experienced persons with disabilities are encouraged to apply.

If you have not been contacted by the City of Matlosana within three months of the date of closure, you may accept that your application has been unsuccessful.

Applications not made on the PRESCRIBED APPLICATION FORM or without certified copies of original documentation will not be considered. Your application will be subject to a screening process as prescribed in the section 14 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers No 37245, dated 17 January 2014

Costs incurred for attending an interview will be for the candidate's own account.

Cost for travel and subsistence for attending competency assessment testing will be for the candidate's own account.

The City of Matlosana is an Equal Opportunity Employer.

Civic Centre  
P.O. Box 99  
KLERKSDORP  
2570

TSR NKHUMISE  
MUNICIPAL MANAGER

NOTICE NO. 2021/60