

(LOCAL NEWSPAPER (KLERKSDORP RECORD/LENTSWE)

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

UNIT: MUNICIPAL PUBLIC ACCOUNTANTS COMMITTEE (MPAC)

POSITION: CHIEF ADMIN OFFICER (MPAC)

Salary

- R612 336.00 – R643464.00 per annum (Level 4)

Qualifications

- Grade 12
- National Diploma/ or Degree in Public/ Financial Management/ Internal Audit

Experience

- 5 years' administrative and financial experience of which 3 years' or more must be supervisory experience.

Requirements

- Knowledge of Local Government Oversight Processes and responsibilities.
- CMPD/MFMP Certificate will be added advantage
- Computer literacy
- Valid Code B Driver's license
- Good interpersonal relations and high degree of ethics.

Key Performance Areas

- Assist the Municipalities to coordinate the activities of MPAC and give strategic guidance to advance the strategic objective of the unit for purpose of Accountability and enhancing improved audit outcome.
- Oversight and Monitor Performance and Finances of the Municipality.
- Ensure that MPAC reports are tabled at Council and track implementation of MPAC resolutions as adopted by Council.
- Ensure SDBIP defined objective of the Department and Standard Operating Procedures are completed timeously and submitted to Performance Management Unit.
- Develop and compile reports on possible risks and irregularities for consideration by MPAC.
- Analyse and process Research Reports for tabling at MPAC meeting and Council.
- Develop Findings and Recommendations Register on possible corrective measures and as monitoring tools for implementation of the adopted oversight Report to enhance effective oversight in pursuit of good governance and accountability.
- Play an active role in advancing MPAC oversight interest at the level of Senior Management.
- Develop Oversight Process Plan and maintain stakeholder relations, subsequent to tabling of the annual report.
- Drive the implementation of fraud prevention initiatives as well as lead, develop and assist management in implementation of internal control strategies to mitigate fraud.

CLOSING DATE: 17 September 2025

Prescribed application form is available. Failure to complete prescribed form will be disqualified.

The following documents should be attached: Certified copies of original documentation of

- ID Document,
- Qualifications,
- Training Certificates and
- Driver's license (where applicable) and must be attached to the CV and failure to submit certified copies will render your application unsuccessful.

Also note that:

- Faxed or e-mailed CVs will not be considered.
- Copies of certified documents will also not be considered.

Interested Candidates are requested to submit complete Curriculum Vitae at the Human Resource Services Section, Room 15, Ground Floor, Civic Centre, Cnr Bram Fischer and OR Tambo Street, Klerksdorp. Alternatively, CV's may be mailed to: Recruitment Section, HR Department, P.O. Box 99, Klerksdorp, 2570. Shortlisted candidates (if necessary) will be subject to a security clearance conducted by National Intelligence Agency. Enquiries can be made with Mr. MV Toli/ IE Modise/ Ms. N Madona/ Mr. S Khata on 018 487 8094/ 8532. Suitably qualified and/or experienced persons with disabilities are encouraged to apply. The City of Matlosana is an Equal Opportunity Employer.

If you have not been contacted by the City of Matlosana within 3 months, you may accept that your application was unsuccessful.

**CIVIC CENTRE
PO BOX 99
KLERKSDORP
2570**

**MS. L SEAMETSO
MUNICIPAL MANAGER**

NOTICE NO. 38/2025