

# éDumbe Municipality

10 Hoog Street  
Private Bag X308  
PAULPIETERSBURG 3180



☎ : (034) 995 1650  
Fax : (034) 995 1192  
edumbekz261@mweb.co.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**Date:** 15 March 2019

éDumbe Local Municipality invites suitably qualified and experienced candidates to apply for the following position. Women and people with disabilities are also invited to apply.

**Chief financial officer: Ref No. EDUMP 13/2018/19  
(5-YEAR PERFORMANCE BASED CONTRACT)  
Annual Total Remuneration Package in terms of the Government Gazette No. 42023 of 08 November 2018 (R781 460—R955 118) and remote allowance of 4%**

## **REQUIREMENTS:**

- An appropriate and recognized NQF level 7 qualification in fields of Accounting, Finance or Economics or Chartered Accountant (SA);
- Municipal Finance Management Programme Certificate is compulsory to have
- Minimum 5 years' experience at a middle management level (preferably) in Local Government in the field of Finance
- Computer literacy (MS Office package) – experience in the PASTEL sage financial system and must have a knowledge and implementation of mSCOA
- Good knowledge and understanding of institution Compliance with the minimum competency levels as prescribed by the Government Gazette No. 29967 of 15 June 2007 is essential, candidates who are not in possession of the minimum competency certificate will be given an opportunity to obtain such certificate within 18 months if appointed.
- Extensive knowledge of legislation, procedures and processes pertaining to local government finance including the provisions of the MFMA, Strategic leadership and people management
- capabilities coupled with assertiveness and self-motivated personal attributes,
- Proven ability to communicate and negotiate at all spheres and levels of government and a Valid driver's licence

## **PERSONAL ATTRIBUTE:**

Project Management. A strategic thinker with passion and enthusiasm. A dynamic, self-starter, result driven, innovative and team player with strong leadership abilities. A high level of political understanding and the ability to deal with varied stakeholders. Integrity and honesty. A high level of understanding of the developmental needs of éDumbe community. A people's person who can lead a team of professionals but also be a good team player. Ability to work under pressure

## **KEY PERFORMANCE AREAS:**

**The successful candidate will report to the Municipal Manager and will be responsible and accountable for:**

- Ensure proper and diligent compliance with acceptable Municipal Finance Management legislation in all aspects, including, but not limited to:
  - Budgetary process and control

- Investment management
  - Credit control and debt collection
  - Financial management
  - Management of assets and liabilities of the municipality
  - Supply Chain Management
- Ensuring that effective revenue collection systems that are consistent with the Municipal Systems Act and Municipal Property Rates Act are in place, including effective system of expenditure management.
  - Planning, organization and controlling of all activities of the Finance Department inclusive of buying services, financial services (inclusive of salaries and allowances) and levy collection services.
  - Compilation of annual budget and annual financial statements in accordance with Generally Accepted Municipal Accounting Principal (GRAP) and control of bank account.
  - Provision of an effective financial management system inclusive of policies, procedures, financial operating standards, practices, anti-corruption measures and an effective accounting system within the municipality.
  - Managing and ensuring productive utilization of personnel within the Budget and Treasury Office.
  - Attending council and committee meetings and support the Accounting Officer and other Senior Managers in the execution of their functions.

Applications on the prescribed application form as per the amended Regulations on Municipal Systems Act on the appointment and remuneration of Senior Managers in Municipalities Government notice No.37245. An application not on application form as per the regulation will not be considered, a comprehensive CV and copies of certified certificates should be addressed to: The Municipal Manager, éDumbe Municipality, Private Bag X 308 Paulpietersburg 3180 or alternatively submitted by hand at Registry, No10 Hoog Street Paulpietersburg 3180 by **no later than 04 April 2019**. Kindly note that should you not be contacted within a period of 30 days after the closing date, consider your application as unsuccessful. The Municipality reserves the right not to appoint.

Shortlisted candidates will undergo security vetting; Competency assessment. The successful incumbent will sign a performance contract.

**Further information can be obtained by contacting Miss N.G. Mbokazi (Acting: Human Resources Manager) Tel. (034) 995 1650 / 1651 or email mbokazin@edumbe.gov.za.**

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and/or any pending criminal cases and their qualifications will be verified.

**éDumbe Municipality is an equal opportunity, affirmative action employer and is committed to empowering disabled people. ♿**

M.P. Khathide  
Municipal Manager