



EMALAHLENI LOCAL MUNICIPALITY

NOTICE NO: HR 02/2020

ADVERTISEMENT OF POSITIONS

Emalahleni Municipality is a Grade 2 municipality comprising of Indwe, Dordrecht and Cacadu with its seat in Cacadu. Emalahleni Municipality is an equal opportunity employer and subscribes to the principles of employment equity. The Municipality invites suitable qualified candidates to apply for the following positions:

African Female and people with disabilities are encouraged to apply for the filling of the following position:

1. CHIEF FINANCIAL OFFICER

SALARY: Total remuneration package will be in terms of Government Gazette No. 42023 dated 08 November 2018.

Reporting directly to the Municipal Manager, the following appointment will be made in line with sections 56/57 of the Local Government Municipal System Act 32 of 2000 and relevant Local Government Regulations applicable to the appointment of Senior Managers. Appointment will be a (5) five year fixed-term performance – based employment contract.

Requirements: A Bachelor's degree or B.Tech in Accounting / NQF Level 7 in the field of Accounting, Finance or Economics or Chartered Accounting SA; Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 or Equivalent Qualification;

Other requirements The appointed candidate must be in possession of valid driver's licence and a suitable vehicle for proper performance of his/her functions and discharge of duties; Willingness to work irregular hours with extensive traveling.

Added Advantages: A post-graduate degree, MFMP qualification and registration with a relevant professional body will serve as a strong recommendation.

Experience: A Minimum of (7) seven years experience at Senior and middle management level, of which at least (2) two years must be at senior management level.

Comprehensive knowledge and understanding of Municipal Finance Management Act, Treasury regulations and other legislation including proven experience in its application; Good practical knowledge of Municipal Property and relevant regulations; Knowledge of GRAP (General Recognise

Accounting Practices); Track record in preparation and management of strategic plans, business plans and budgeting; An excellent track record in the implementation and maintenance of sound financial system; The ability to work under pressure; Computer literacy; Knowledge and understanding of computerized financial system, spreadsheet, databases and word Processing.

Required Knowledge, Skills and Competencies

Strategic leadership and management; Strategic financial management; Operational financial management; Financial and performance reporting; Risk and change management; Project management; Legislation and policy implementation; Audit and Assurance; Supply Chain Management; Governance, ethics and values in financial management

Responsibilities

The candidate reports directly to the Accounting Officer on Strategic Financial Management issues and provides adequate financial management advice to the Accounting Officer, Executive Mayor and Council. Effectively and efficiently implements and manages the financial management system. Develops and implements key strategic/business plans to ensure effective implementation and management of systems, processes, procedures and controls relating to: Supply Chain Management, Revenue Management, Expenditure Management, Budget Preparation and Reporting, Prepares Annual Financial Statements and other mandatory financial management reports. Performs duties and functions delegated to the Chief Financial Officer in terms of the Municipal Management Financial Act and System of Delegation approved by Council as well as other functions as delegated by Accounting Officer.

Ensures compliance to relevant legislations, regulations, policies and procedures. Implements effective processes, support and co-ordination for the compilation of the Integrated Development Plan, Budget and Service Delivery and Budget Implementation Plan. Strategically engages with external auditors and provide appropriate and timely responses to audit queries. Be responsible for the execution and timely delivery of departmental outputs as outlined in the departmental SDBIP and CFO's performance contract. Facilitate stakeholder participation and involvement in relevant matters.

2. AFS MANAGER

SALARY SCALE: TASK GRADE 17 (R589 081-R764 680) Basic Salary.

FRINGE BENEFITS

Normal fringe benefits include leave, housing subsidy on certain conditions, pension/provident fund, medical aid scheme,

Car allowance: R91 022.52 per annum.

Provision of Council cellphone capped at R21 304.68 per annum with 3G card capped at R150 per month

REQUIREMENTS

- Minimum of NQF Level 7 qualification in Accounting or related field
- Computer Literacy with specific knowledge of Microsoft Excel
- Completed or in the process of meeting relevant competency requirements laid down by National Treasury.
- Experience in working with SEBATA Financial System is highly recommended.
- 3 to 4 years experience and proof of compiling Annual Financial Statements for a municipality, Managing of Budget and Report and Asset Management.
- Good interpersonal skills
- Report writing skills
- Ability to interact with all stakeholders in the preparation of Annual Financial Statements

KEY RESPONSIBILITIES

Managing the process of compiling financial statements, budget and reporting and asset management by:

- Directing and preparing credible monthly, quarterly and annual GRAP compliant financial statements
- Performing monthly audit readiness and preparation of the audit file for external audit.
- Coordinating and facilitating all internal control procedures associated with the compilation of Financial Statements.
- Preparing and submission of Section 52d, 71 and 72 reports of the MFMA and annual reports to the Chief Financial Officer
- Preparation, implementing and monitoring of annual budget.
- Preparation, implementing and monitoring of an adjustment budget.
- Ensuring that fixed assets register, sub-ledgers, general ledger and all relevant audit controls balance to ensure credible compilation of mandatory statements and reports.
- Update the fixed assets register and balance it with general ledger monthly.
- Prepare and develop procedures for Audit working file information and respond to audit queries out of mandatory audits.
- Assisting with compilation of audit action plan

3. MANAGER: LEGAL SERVICES AND ADMINISTRATION

Salary Scale: Task Grade 17: (R589 081-R764 680) Basic Salary.

FRINGE BENEFITS

Normal fringe benefits include leave, housing subsidy on certain conditions, pension/provident fund and medical aid scheme.

Car allowance: R91 022.52 per annum.

Provision of Council cellphone capped at R21 304.68 per annum with 3G card capped at R150 per month

REQUIREMENTS

- An appropriate recognised Bachelor's Degree in Law.
- At least 5 years in the operational areas of which 3 years at Supervisory level/management level.
- Computer literacy.
- Valid driver's licence.
- Local government experience will be an added advantage.

KEY RESPONSIBILITIES: (INCLUDE BUT NOT LIMITED TO)

- Providing legal support service to senior management, departments and council on exercise of powers and functions and decision making through analysis and evaluation of attitudes and needs of the Municipality.
- Facilitating the drafting and vetting of policies, procedures, by-laws and legal agreements and claims.
- Coordinating the reporting of external attorneys
- Referring litigation matters to the appointed panel of attorneys
- Managing council contractual obligations and ensure legal compliance
- Managing operating and capital budget for the department
- Coordinating the Municipal Public Accounts Committee (MPAC) activities.
- Management of Compliance Register, Service Level Agreements, Contracts Management
- Providing legal guidance to the office of the Speaker at all times.

NB: Shortlisted candidates may be required to do competency assessments and security vetting.

Applicants for the above-mentioned positions are required to submit a prescribed application form obtainable from our reception or download from www.emalahlenilm.gov.za, detailed Curriculum Vitae together with certified copies of all qualifications and the Identity Document. Applications not accompanied by the required documentation will not be considered. The Council reserves the right not to continue with the interviews and appointments if no suitable candidate is found.

Emalahleni Municipality is an equal opportunity employer with a firm commitment to employment practices irrespective of race, gender and disability.

Faxed or e-mailed applications will not be accepted.

Correspondence will only be entered into with short-listed candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. Enquiries can be made with HUMAN RESOURCES PRACTITIONER, MS S ZANGWA, AT 047 878 2000 during office hours. (08H00 to 16H30)

Applications should be addressed to:

Human Resources Section
Emalahleni Local Municipality
Private Bag X1161
CACADU
5410

Late applications will not be considered, therefore post delays must be considered by the applicant.

The closing date for applications is Friday, 24 January 2020 Cacadu Municipal Offices.

