

NAMA KHOI MUNICIPALITY



Nama Khoi Municipality in the Northern Cape, invites applications from suitably qualified candidates to fill the following vacant position within its establishment

DEPARTMENT : Financial Services (Office of the CFO)
POSITION : Chief Financial Officer
LEVEL : Manager Directly Reporting to the Municipal Manager
CENTRE : Springbok

A. Annual Total Remuneration Package:

- Negotiable in terms of Government Notice: 381 of 2016, Gazette No. 40118 of 4 July 2016 for a grade I municipality.

B. Term of Appointment

Permanent

C. Essential and Non-Negotiable Requirements:

- B. Degree in the fields of Accounting, Finance or Economics or Chartered Accountant (SA); or equivalent;
- Extensive knowledge of the Local Government: Municipal Finance Management Act of 2003, National Treasury Regulations and all other related legislation, policies and regulations;
- Minimum of six (6) years' experience combined at senior and middle management levels in Local Government Finances;
- The Municipal Finance Management Programme, Minimum Competency Levels, in terms of Municipal Regulations on Minimum Competency levels, Gazette 29967 of 15 June 2007;
- Ability to compile Municipal Budget and Annual Financial Statements;
- Knowledge and understanding of computerised Financial Systems, Spreadsheets, Databases and Word Processing;
- A valid driver's licence and own motor vehicle to execute duties.
- Knowledge of mSCOA.

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 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 spent management system to monitor the budget to prevent over or under expenditure;
- Establish functional debt management and billing units to promote financial sustainability of the municipality;
- 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 GRAP;
- Implementation of inventory requisition system to monitor inventory and ensure that the annual stock counts are conducted;
- Facilitate insurance management by incorporating insurance management system to control claims and develop corresponding policy;
- Compilation of all financial policies and procedures to ensure sound and sustainable financial management;

NB: Please Note:

- No faxed or e-mail applications will be considered;
- Candidates are required to complete the prescribed "Annexure C" application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 Government Gazette 37245 dated 17 January 2014 which is obtainable from the web site at www.namakhoi.gov.za.
- 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 interests;
- Nama Khoi 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 to 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 ninety (90) days after the closing date, please consider your application not successful. 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.

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 copies must not be older than 3 months) and proof of Competency Level, must be addressed/sent to:

**The Municipal Manager
Att: SA Titus
Nama Khoi Municipality
Private Bag X20
SPRINGBOK
8240**

Or can be hand delivered at:

**Nama Khoi Municipality
Namakwa street
Springbok
824**

Enquiries may be directed to Municipal Manager, Me SA Titus at 027 718 8100
08:00 – 16:00.

Closing Date: 28 September 2018 at 15h00

***Nama Khoi Municipality is an equal opportunity and affirmative action
employer***

Notice Number: 87/2018