

## NAMA KHOI MUNICIPALITY



ADVERTISEMENT: NOTICE NUMBER: 16/2020

Nama-Khoi Municipality, with its Headquarters in Springbok, invites suitably qualified candidates to apply for the following vacant positions. The Municipality is an equal opportunity, affirmative action employer, subscribes to the principles of employment equity, and actively promotes representation in terms of race, gender and disability.

### DIRECTORATE FINANCIAL SERVICES

**POSITION: CHIEF FINANCIAL OFFICER**

**LEVEL: MANAGER DIRECTLY REPORTING TO THE MUNICIPAL MANAGER**

**CENTRE: SPRINGBOK, NORTHERN CAPE**

#### **A. Annual Total Remuneration Package**

- Minimum Total Remuneration Package – R811, 416.00 – Midpoint Remuneration Package R911, 704.00 - Maximum Remuneration Package -R1,011,991.00 (Category 2 Municipality)
- A Remoteness Allowance not exceeding 10% of the Total Remuneration Package of the Senior Manager may also be paid.

#### **B. Terms of Appointment: Permanent**

#### **C. Essential and Non- Negotiable Requirements:**

Knowledge of the specified fields, knowledge of interpretation and implementation of policies and procedures, knowledge of performance management and reporting, knowledge of developmental local government in the South African context, competency in policy conceptualization, analysis and implementation.

- Bcomm Degree qualification in the fields of Accounting, Finance or Economics;
- Or equivalent (Financial management) at NQF Level 7 with a minimum of 360 credits;
- Extensive knowledge of the Local Government: Municipal Finance Management Act of 2002, National Treasury Regulations and all other related legislation, policies and regulations.
- Minimum of five (5) years' experience at middle management levels preferably within the Local Government Environment;
- Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette No. 29967 of 15 June 2007; i.e. South African Qualifications Authority Qualification ID No. 48965 for Chief Financial Officer of municipalities, e.g. CPMD, MFMP, etc. If a newly appointed person is not in possession of this Competency he/she must complete it within

eighteen (18) months from the date of employment, in accordance with Government Notice No. 91 of 03 February 2017, as promulgated in Government Gazette No. 40593;

- 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 Account;
- 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 accomodating all departments/units;
- Develop and implement a budget spent management and billing units to promote financial sustainability of the municipality;
- Establish functional debt management and billing units to promote financial sustainability of the municipality;
- Implementation of the MFMA Implementation Plan and instill compliance with MFMA to uphold the credibility of the municipality by enabling the municipality to obtain unqualified audit report;
- Establish and manager a functional Supply Chain Management unit in line with National Treasury Regulations to instill compliance with the MFMA Regulations;
- Establish an updated Asset Register and the corresponding asset management policy and procedure to enforce compliance with the implementation of GRAP;
- Implementation of inventory requisitions 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-mailed 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 internet at [www.gpwonline.co.za](http://www.gpwonline.co.za), or on the Municipal Website????(failure to do so will result in the candidate being disqualified);
- 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 interest;

- 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.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he/she after being appointed decline to accept the appointment.
- 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, where applicable, must be addressed/sent to:
- Applications that hold any political office positions namely Chairperson, Deputy Chairperson, Secretary, Deputy Secretary or Treasurer Nationally, Provincially, Regionally or other areas in which the party operates; or any position in a political party equivalent to a position mentioned above, irrespective of the title designated to that position, shall not be considered for appointment as C.F.O.

The Municipal Manager  
 Attention: Ms. S.A Titus  
 Nama-Khoi Municipality  
 P.O. Box 17  
 SPRINGBOK  
 8240

Or can be hand delivered at:

Nama-Khoi Municipality  
 Include residential address

Enquiries may be directed to Municipal Manager, Ms. S.A. Titus at (027) 718 8131/8104 during office hours between 08:00 – 16:00.

**CLOSING DATE:** 06 April 2020 at 12:00