



VACANCY NOTICE

(RE-ADVERTISEMENT)

5-YEAR FIXED TERM



(CFO) CHIEF FINANCIAL OFFICER [BUDGET & TREASURY DEPARTMENT] POST LEVEL: SECTION 56 (TOTAL REMUNERATION PACKAGE - (MIN R857 571 - MID R980 082 - MAX R1 102 590) AS PER GOVERNMENT GAZETTE No. 42023 OF NOVEMBER 2018

REQUIREMENTS: B Degree Qualification in field of Accounting, Financial Management, Economics or Chartered Accountant (SA) • Minimum 5 years experience at middle Management and 2 years at Senior Management levels • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 is an added advantage • In terms of Exemption Note of 03 February 2017, the candidates should be given an opportunity to obtain the minimum competencies within 18 months after appointment if not in the possession of the Certificate • The need for signing of an employment contract, a performance agreement and disclosure of financial interest • The need to undergo security vetting and undergo competency test • Valid Driver's License and **NO** Criminal Record

KNOWLEDGE AND SKILLS • The ability to contribute to service delivery systems of a complex nature and to manage the achievement of municipal strategies and goals • To formulate and influence short, medium and long term service delivery plans to deliver on municipal strategies and goals • To provide supportive leadership to the Accounting Officer and Senior Management team • To develop and maintain strategic alliance with various stakeholders • To guide management of an effective, economic and efficient finance function, supported by an effective financial management • To forecast revenue and expenditure and assess the impact thereof • To commission and operate financial systems • To maintain sufficient working capital (cash flows/ short term liquidity) to meet the needs of the municipality • To manage the budget preparation and implementation process and provide technical expertise in this regard • To support and implement good governance in the area of responsibility • To implement and manage the financial and performance reporting process of the municipality • To undertake risk, change and guide the management of such • To support and contribute to the formulation of policy and By-Laws by the municipality council • To implement, manage and oversee a fair, equitable, transparent, competitive and cost effective SCM function • To support the audit process in order to obtain the optimum level of assurance from Auditor General • Advanced knowledge and understanding of relevant policy and legislation • Advanced understanding of Budget and Finance Management

KEY COMPETENCIES: • Strategic Capability • Organising and presentation skills • Partnership and stakeholder relations • Knowledge of performance management • Communication skills • Interpersonal skills • People management and empowerment • Problem solving skills • Finance Management • Service delivery and innovation • Knowledge of intergovernmental relations

KEY PERFORMANCE AREAS: • Take measure to prevent corruption • Ensure sound financial management and compliance with local government municipal finance management acts • Manage the municipality administration in accordance with MFMA, constitution, local municipal structures act and other applicable legislations • Provide sound advisory and strategic support to the council • Be responsible for formation and development of effective, efficient economically viable and accountable administration through management of all internal municipal departments • Render strategic leadership during development of IDP and monitoring processes

KEY RESPONSIBILITY: • Co-ordination of and budget process • Co-ordination of the annual closedown accounts and compilation of the financial statements • Compilation of quarterly SDBIP reports and mid-year performance budget assessment report to council • Compilation of monthly budget monitoring reports to the Executive Mayor (on behalf of AO) • Project management for the MFMA change projects • Provision of financial management support ad control (Asset, Cash, Investments, Insurance and Loans • Finance and maintenance of financial ledger • Development of implementation and maintenance of procedures, processes and reports

Please note that successful candidates will be subjected to competency assessment, qualification verification, security checking and vetting before appointment. Successful candidates will be required to sign an employment contract before commencement of duty, a performance agreement contract and disclosure of financial interest within 60-days of appointment.

Application for Chief Finance Officer must be submitted on the Official Application Form for Senior Managers and must be accompanied by a comprehensive Curriculum Vitae, Certified copies of relevant Certificates, ID Document, Driver's License and a covering letter to: The Municipal Manager, Records Section, Dr. Kenneth Kaunda District Municipality, Private Bag X5017, Klerksdorp, 2570 OR delivered to Dr. Kenneth Kaunda District Municipality, Civic Centre, Patmore Road, Orkney.

All enquiries must be directed to the Human Resource Division at 018-473 8021/8000 (Office Hours). Fax/E-mail applications and as late submission will not be considered. Application forms for employment are available at our Records Office, Old Municipal Building. Dr Kenneth Kaunda District Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.

CLOSING DATE: 18 JANUARY 2019