

Ubuntu Municipality



UBUNTU MUNICIPALITY
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ADVERTISEMENT: NOTICE NO. 02/2022

Ubuntu Municipality, with its Headquarters in Victoria West, invites suitably qualified candidates to apply for the following vacant post. 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 REPORTING DIRECTLY TO THE MUNICIPAL MANAGER
CENTRE: VICTORIA WEST, NORTHERN CAPE

A. ANNUAL TOTAL REMUNERATION PACKAGE: According to Government Gazette No. 43122 dated 20 March 2020: Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers for a category 1 municipality plus a 10% allowance.

- Minimum Total Remuneration Package – R 846 307.00 – Midpoint Remuneration Package – R950 907.00 – Maximum Remuneration Package – R 1040 327.00.
- A Remoteness Allowance not exceeding 10% of the Total Annual Remuneration Package may also be paid as well as a cellphone allowance.

B. TERM OF APPOINTMENT:

- Permanent Term Contract

C. YEARS OF EXPERIENCE

- Minimum of five (5) years at middle management level preferably at Local Government environment.

D. MINIMUM QUALIFICATIONS

- Bachelors degree in Accounting, Finance or Economics or relevant qualification, registered on the National Qualification Framework at NQF 7 with minimum of 360 credits.

E. CORE COMPETENCIES:

- As stipulated in Annexures A and B of the Government Notice 21: Regulations on Appointment and Conditions of Employment of Senior Managers No. 21 published in Government Gazette No. 37245 dated 17 January 2014.

F. 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, organizing, 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 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 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 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, or on the Municipal Website www.ubuntu municipality.co.za, (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;
- Ubuntu Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality 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 three (3) months) and a proof of Competency level, where applicable, must be addressed/sent to

**The Acting Municipal Manager
Attention: Ms. NM Mkontwana
Ubuntu Municipality
Private Bag X 329
Victoria West
7070**

Or can be hand delivered at:

**Ubuntu Municipality
78 Church Street
Victoria West
7070**

Enquiries may be directed to the Acting Municipal Manager, Ms. NM Mkontwana on 053 621 0026 during office hours between 08:00 – 16:00.

CLOSING DATE: 12 SEPTEMBER 2022



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Ms. NM MKONTWANA
ACTING MUNICIPAL MANAGER