



MATATIELE

LOCAL MUNICIPALITY

102 Main Street,
Matatiele
P.O. Box 35,
Matatiele, 4730
Tel: 039 737 3135
Fax: 039 737 3611

ADVERTISEMENT
DATE 11 DECEMBER – 06 JANUARY 2016

MATATIELE LOCAL MUNICIPALITY

The Matatiele Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Suitably qualified persons are hereby invited to apply for the following vacancy that will be filled in terms of the Employment Equity Plan of the municipality. **People with physical disabilities are encouraged to apply.**



BUDGET AND TREASURY DEPARTMENT CHIEF FINANCIAL OFFICER (CFO)	
CONTRACT	FIVE (5) YEAR FIXED TERM CONTRACT
PLACE TO BE STATIONED	BUDGET AND TREASURY OFFICES, ALONG R56, MATATIELE
ALL INCUNSVIVE PACKAGE	Remuneration – Negotiable in terms of Government Gazette No. 40118 of 04 July 2016 or the latest set of regulations between R726 954. 36 / R816 803,14/ R906 650, 86 p.a.
ADVERTISEMENT PLATFORMS	Municipal Notice Boards, EG Fever, Daily Dispatch, City Press and Municipal Website
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> •Matric or Equivalent Certificate •An appropriate Bachelor Degree or Equivalent Qualification •Certificate in MFMP/CPMD •At least five (5) years' experience at Middle Management level and have proven successful Professional accounting or Local Government's finance experience •Good Knowledge and understanding of relevant policy and legislation • Good understanding of institutional governance systems and performance management •Good knowledge of Supply Chain management regulations and Preferential Procurement Policy Framework Act, 2000(Act No 5. Of 2000). •Registration with a relevant professional body and project management certificate or diploma will be an added advantage • A valid Driving Licence (Code B) and Own appropriate transport.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> •Successful candidate will be required to: (a) Sign an employment contract, a performance agreement and to disclose any financial interests (b) Undergo security vetting. (c) Undergo competency assessments.
KEY ATTRIBUTES	<ul style="list-style-type: none"> •Strategic Thinking in relation to planning, directing, managing and monitoring financial policies and practices of the Municipality •Ability to lead and control the performance of the municipality's Budget & Treasury Department generally •Passion for executing monthly financial reconciliations in respect of revenue collection as well as expenditure •Capacity and passion for budget Implementation, Expenditure Management, Asset Management, Payroll Administration Cash, Flow and Revenue Management •Administrative acumen •Decision making acuity •Financial management resourcefulness and leadership resilience •Realistic and tough minded in mapping out the Municipality's future state of financial position
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> •Plan and prepare Budgets and Financial Documentation in Accordance with the prescripts of the MFMA and the Organisations Strategy •To establish and maintain appropriate Financial Management Systems •To Establish And Maintain Appropriate Asset Management Systems •To Ensure The Utilization Of Resources In A Responsible And Sustainable Manner •To Establish And Maintain Mechanisms And Procedures To Meet Departmental And Legislative Requirements •Plan And Manage Computer Systems That Record And Store Financial Information •To Operate In A Strategic Leadership Role And To Advise On Legal And Financial Matters •Provide Analysis Of

Financial Records • Advise On The Use Of Staff And Resources • Evaluate The Efficiency Of Work Practices And Administration • Ensure Statutory Requirements Are Met • Ensure Financial Accounts Are Completed • Ensure All Financial Reports Are Completed • Attend To The Statutory Audit • Regarding Financial Matters • Effect Risk Management Strategies In The Department
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CLOSING DATE : 06 JANUARY 2016 @ 16H00

ENQUIRIES : THE GENERAL MANAGER: CORPORATE SERVICES MR. L.T. SOMTSEU (039-7378102)

Please apply by filling in the Application for Employment Form for General Managers obtainable from our website: www.matatiele.gov.za (not Z83 form) or from any of our Municipal Offices (Matatiele, Maluti, Cedarville and from a Ward Support Assistants in any of our 26 Wards). You must also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Driver's Licence (where applicable) to:

*The Municipal Manager
P.O. Box 35
Matatiele, 4730*

FOR ATTENTION: THE GENERAL MANAGER, CORPORATE SERVICES DEPARTMENT

OR

Submit your completed Employment Application Form and your CV and certified copies of your qualifications and ID document and valid driving licence where applicable by hand to;

**The General Manager
Corporate Services Department
102 Main Street
Matatiele, 4730**

NB: Failure to submit documents listed above will result in disqualification. Background screening and competency assessment will be done to shortlisted candidates.

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.

The Municipality reserves the right not to make any appointment in respect of the advertised posts.

PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

**The appointment is made according to the Council conditions of service.
Canvassing for this position will lead to disqualification of applications.**

**DR. D.C.T. NAKIN
MUNICIPAL MANAGER
Notice No : 2016/2017-82**

We urge all employees, members of council, clients, members of the public and our suppliers to report any kind of fraud or corruption at Matatiele Local Municipality's Human Resources Unit.