



# Mafube Local Municipality

## OFFICE OF THE MUNICIPAL MANAGER

64 J.J Hadebe Street  
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Enquiries: Adv. M.F Lepheana

OUR REF: 10/1/1

Date: 04<sup>th</sup> January 2023

### EXTERNAL ADVERTISEMENT

Mafube Local Municipality comprises of the following towns: Frankfort, Villiers, Tweeling and Cornelia. Mafube Local Municipality subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past and need to appoint a suitable and experienced person in the under mentioned position. People with the skill and expertise to discharge the duties of the under mentioned position are invited to apply.

JOB ADVERTISEMENT								
<b>JOB TITLE</b>	<b>CHIEF FINANCIAL OFFICER</b>							
<b>TERM OF APPOINTMENT</b>	Permanent							
<b>PLACE TO BE STATIONED</b>	Mafube Local Municipality municipal offices, Frankfort							
<b>REMUNERATION PACKAGE</b>	As per the Total Remuneration Package for senior managers, Government Gazette No.47538 dated 18 November 2022 for a Category 3 municipality:							
	<table> <tr> <th>MINIMUM</th><th>MIDPOINT</th><th>MAXIMUM</th></tr> <tr> <td>R907 864</td><td>R1 037 559</td><td>R1 150 465</td></tr> </table>	MINIMUM	MIDPOINT	MAXIMUM	R907 864	R1 037 559	R1 150 465	
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R907 864	R1 037 559	R1 150 465						
	The pay scale will be determined by competence based assessment outcome, experience and qualifications.							
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>At least a Bachelor Degree in Accounting, Finance or Economics or a relevant qualification registered on the National Qualifications Framework at a NQF Level 7 with a minimum of 360 credits</li> <li>Minimum of five (5) years' relevant experience at middle management level preferably in the local government environment</li> <li>A valid driver's license and a suitable vehicle for proper performance of duties.</li> <li>Willingness to work irregular hours with extensive traveling.</li> <li>Adherence to Schedule 2 of Government Gazette 37245 dated 17 January 2014.</li> </ul>							

<b>ADDED ADVANTAGE</b>	<ul style="list-style-type: none"> <li>• Qualified Chartered Accountant (CASA)</li> <li>• A relevant post graduate qualification</li> <li>• Certificate Programme in Municipal Development (CPMD) or Municipal Finance Management Programme (MFMP) - (if not in possession thereof, the appointee will be afforded 18 months to obtain the qualification in terms of Government Gazette 29967 as amended by Government Gazette 41996)</li> <li>• Adherence to Schedule 2 of Government Gazette 37245 dated 17 January 2014</li> </ul>
<b>KNOWLEDGE, SKILLS, COMPETENCIES AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Must meet competency levels (Leading &amp; Core Competencies) for Senior Managers as published in the Government Gazette No 37245 dated 17 January 2014</li> <li>• Advanced knowledge and understanding of Local Government – environment, relevant legislation, policies and regulatory framework (NB: Municipal Systems Act, MFMA, Municipal Structures Act, and other related legislation)</li> <li>• Good knowledge and understanding of institutional governance systems and performance management</li> <li>• The ability to contribute to service delivery systems of a complex nature and to manage the achievement of municipal strategies and goals</li> <li>• To provide supportive leadership to the accounting officer and senior management team</li> <li>• To develop and maintain strategic alliance with various stakeholders</li> <li>• To guide the management of an effective, economic and efficient finance function, supported by effective financial management</li> <li>• To maintain sufficient working capital (cash flows/short term liquidity) to meet the needs of the municipality</li> <li>• To manage budget preparation and implementation process and provide technical expertise in this regard</li> <li>• To implement and manage the financial and performance reporting process of the municipality</li> <li>• To support and contribute to the formulation of policy and By-Laws by the municipality council</li> <li>• To manage and oversee a fair, equitable, transparent, competitive and cost effective SCM function</li> <li>• To support audit process in order to obtain the optimum level of assurance from Auditor General</li> <li>• Advanced understanding of institutional governance systems and performance management</li> <li>• Advanced understating of council operations and delegation of powers</li> <li>• Good governance</li> <li>• Audit and risk management establishment and functionality</li> <li>• Budget and financial management</li> </ul>


	<ul style="list-style-type: none"> <li>• Ability to be an innovative and strategic leader</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<p>Integrity, honesty, maturity, and courtesy. Diplomacy and commitment to providing progressive democratic and accountable government. Strategist and excellent corporate planner. Excellent communication and motivational skills. Customer focused. Advanced negotiation skills. Analytical thinker. Diversity management skills.</p>
<b>KEY PERFORMANCE AREAS</b>	<p>Reporting to the Accounting Officer, will be responsible for:</p> <ul style="list-style-type: none"> <li>• Administratively in charge of the budget and treasury office</li> <li>• Advise the accounting officer on the exercising of powers and duties assigned to the accounting officer in terms of Municipal Finance Management Act 56 of 2003</li> <li>• Must assist the accounting officer in the administration of the municipality's bank accounts and in the preparation and implementation of municipality's budget</li> <li>• Must be able to prepare the municipalities financial statement and analyze</li> <li>• Must perform task such as budgeting, accounting, analysis, financial reporting, cash management, debt management, revenue collection, supply chain management and financial management</li> <li>• Direct, develop, monitor, and maintain systems, policies, procedures and processes to ensure healthy financial operations and practices</li> <li>• Develop and implement organizational and developmental vision and strategy.</li> <li>• Perform human resources and administrative duties/activities in the budget and treasury office.</li> <li>• Contribution towards the development of the Integrated Development Plan (IDP) as the strategic document of the institution together with the Service Delivery Budget &amp; Implementation Plan (SDBIP)</li> <li>• Responsible for ensuring compliance with corporate governance principles within the Financial Services Department</li> <li>• Facilitating and managing the Directorate staff, budget planning, implementation and budget review to support priorities and deliverables in relation to the Integrated Development Plan</li> <li>• Advising the Municipal Manager timeously and effectively on matters pertaining to the directorate.</li> <li>• Providing advice and support to Council and other Office Bearers on all functions of the Directorate</li> <li>• Providing visionary and innovative leadership to a diverse workforce, to ensure optimal utilization of the Council's resources in terms of implementing its strategic objectives articulated in the IDP and in the fulfillment of its statutory mandate.</li> <li>• Ensure that municipal Performance Management System is fully implemented in the Directorate</li> </ul>

	<ul style="list-style-type: none"> <li>Integrating functional output with other directorates</li> <li>Ensure compliance in all areas of work.</li> </ul>
<b>CORE FOCUS AREAS</b>	<ul style="list-style-type: none"> <li>Revenue and expenditure management\</li> <li>Supply chain management</li> <li>Assets management</li> <li>Budget and financial reporting and compilation of financial statements</li> </ul>
<b>APPLICATIONS</b>	<ul style="list-style-type: none"> <li>We appreciate your demonstrated interest of being part of Mafube Local Municipality.</li> <li><b>Only SA citizens or permanent residents are eligible to apply.</b></li> <li><b>Application form:</b> The applicant must submit an originally completed standard application form (Annexure C of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers) which is can be downloaded directly from <a href="http://www.gpwonline.co.za">www.gpwonline.co.za</a>, together with their CV containing at least three contactable references (telephonically and e-mail) and originally certified copies (not older than 3 months) of qualifications, ID/ proof of permanent residency, and driver's license. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof.</li> </ul> <p><b>Applications should be directed to:</b></p> <p><b>The Acting Municipal Manager: Adv. M.F Lepheana</b>  <b>P.O Box 2; Frankfort; 9830, alternatively the applications can be hand delivered at the municipality during office hours to no. 64 JJ Hadebe Street, Frankfort, in the office of the Administrator, Office no 9, First Floor.</b></p> <ul style="list-style-type: none"> <li>Shortlisted candidates will be subjected to vetting processes (i.e. reference and qualification checks as well as any previous misconduct or criminal record verification) to determine suitability. Applicants submitting their curriculum vitae in response to this advertisement specifically agree and authorize Mafube Local Municipality and or/ its representatives to undertake the necessary confirmation/ certification of any information or documents in the curriculum vitae. The applicant therefore gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act (include signed consent letter).</li> <li>Recommended candidate(s) will be subjected to a two-day competency based assessment for prior appointment.</li> <li><b>The successful candidate:</b> Will be stationed at the administrative offices of the Municipality as situated in Frankfort; but will be expected to regularly visit the towns that comprise the municipality.</li> <li>The appointee will be expected to sign an employment contract</li> </ul>

	<p>before assumption of duty, and performance agreement and disclosure of financial interest within 60-days of appointment and then annually thereafter.</p> <ul style="list-style-type: none"> <li>• On appointment the appointee should not be holding any political office in a political party whether in a permanent, temporary or acting capacity.</li> <li>• <b>NOTE: No faxed or emailed applications will be accepted.</b> The Municipality reserves the right to reference check all short listed candidates and verify their qualifications. The employer reserves the right not to fill the position if no suitable candidate is found. Correspondence will be limited to short listed candidates only. Applicants who have not been contacted within 30-days from the closing date should consider their applications unsuccessful.</li> <li>• Direct or indirect canvassing for preferential treatment will result in automatic disqualification of affected candidate.</li> <li>• <b>The appointment will be made in compliance with the provisions of the relevant sections of the Local Government Municipal Systems Amendment Act, 3 of 2022 other relevant Legislation and relevant Regulations.</b></li> </ul>
CONTACT PERSON FOR ENQUIRIES	Adv. M.F Lepheana, Tel: 061 978 6196
CLOSING DATE OF APPLICATIONS	10 <sup>th</sup> February 2022 at 12:00

**NB: CANDIDATES INVITED FOR INTERVIEWS WILL NOT BE REIMBURSED FOR THEIR TRAVELLING EXPENSES.**

Approved by:

  
 Adv. M.F Lepheana  
 Acting Municipal Manager