



Molemole Local Municipality invites applications from suitably qualified candidates to fill vacant positions within its establishment. Molemole Local Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply:

Position: Chief Financial Officer

Department: Budget & Treasury Office

Employment Term: 5 Year Performance Based Contract (To be appointed in terms of Sections 56 and 57 of Municipal Systems Act 32 of 2000 and the Local Government Laws Amendment Act 19 of 2008)

Remuneration: Negotiable

Key Requirements:

A B Com Degree or equivalent in Financial Management and/or Accounting at NQF level 6. A postgraduate qualification will be an added advantage. At least 5 years senior managerial experience preferably within a Local Government Environment. A valid Code 08/B driver's license. Knowledge of MFMA, GRAP & GAMAP, treasury regulations, DORA and Supply Chain Management is essential. Extensive Knowledge of Local Government legislation, policy, regulations, standards and procedures including provisions of the Municipal Finance Management Act. Legibility in terms of the competence framework for senior / section 57 managers as promulgated by the minister of corporative governance and traditional affairs. Advanced computer skills.

Competencies:

Strategic capacity and leadership. Financial management capabilities especially budget management and municipal finance management. Policy formulation, monitoring and evaluation. Analytical ability. Networking, interpersonal, negotiation, facilitation and conflict management. Good Communication skills.

Key Performance Areas Includes:

Report directly to the Municipal Manager on key departmental activities. Overall management of the Budget & Treasury Office/Department. Implement the Integrated Development Plan (IDP) as well as strategic goals of the Budget & Treasury Office/Department. Provide support and advice to the Municipal Manager and Council. Implement departmental Service Delivery Budget Implementation Plan (SDBIP). Develop and implement key strategic / business plans including Supply Chain Management, Revenue Management, Expenditure Management and Budget & Reporting. Prepare and implement municipal budget. Prepare annual financial statements and other mandatory financial management reports. Perform duties and functions delegated to the

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

Forward your applications to:

The Municipal Manager; Molemole Local Municipality; Private Bag X 44; Dendron; 0715 or deliver to 303 Church Street; Dendron or Molemole Local Municipality Morebeng Branch Office; 25 Cnr. Roets & Viviers Street; Soekmeaar. Applications must be accompanied by a covering application letter, a comprehensive CV and certified copies of: identity document, driver's license (where applicable) and qualifications. *Applications without the above will not be considered. Molemole Local Municipality reserves the right to / not to make appointments. If no response is received from Molemole Municipality 90 days after the closing date, it must be regarded that your application was unsuccessful. Correspondence regarding the advertised positions will be limited to successful candidates only.

- NB: 1. Candidates will be subjected to personnel suitability checks including qualifications, employment, credit, criminal records, company ownership / directorship and reference checks.**
- 2. Fax and E-Mail applications will be not accepted.**
- 3. Applications received after the closing date and time will not be considered.**
- 4. Fraudulent qualifications or documentation will immediately disqualify an applicant.**
- 5. Direct or indirect canvassing for preferential treatment will lead to immediate disqualification of the relevant applicant.**

Successful candidates will be expected to enter into an annual performance agreement/contract with the municipal manager for each financial year for the duration of the employment relationship. Enquiries on the above should be directed to Mr. P.S Peta at 015 501 0243.

CLOSING DATE FOR APPLICATIONS IN RESPECT OF POSITION OF IS: Friday 11 November 2011 at 16h00.

Chief Financial Officer by the Municipal Finance Management Act and as delegated by council and / or by the Accounting Officer. Manage Departmental budget, human resources & other resources in accordance with local government legislation and treasury regulations. Manage efficient provision of municipal services. Establish, operate and maintain support structures, processes and systems. Direct and control key deliverables and outcomes for the department. Liaise with internal and external stakeholders. Facilitate stakeholder participation and involvement. Ensure legislative, regulatory, policy, practices and operating standards compliance.

Position: Accountant Expenditure

Department: Budget & Treasury Office

Salary: R169 571.49 per annum

Minimum Requirements:

B Comm Degree or equivalent. A valid Code B driver's license. 2 years relevant experience; Knowledge of relevant legislation applicable to risk management. Knowledge of risk management processes and techniques. Knowledge of Local Government Legislation. Excellent computer skills. Effective Communication, interpersonal, negotiation, facilitation and conflict management skills.

Roles and Responsibilities Includes:

Conduct control sequences associated with inputting, verification and provision of information related to Expenditure transactions. Consolidation of Expenditure transactional information to facilitate the production of Financial Statements. Conduct recording and processing procedures of Expenditure transactions. Calculate using specific formulae and procedures, to determine statutory payments due (Value Added Tax, etc.) and verifying records against transactional information. Activate electronic payment sequences authorizing the Banks to transfer payment to specific Creditor accounts. Perform specific sequences associated with maintaining manual and electronic based information/ data and files/ records. Ensure compliance with MFMA, applicable legislation and regulations. Ensure compliance with applicable legislation and regulations.