



An area of unfound diversity

Xhariep

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 7130461

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Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and Naledi. Xhariep District Municipality subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Trompsburg; which is 125 km south of Bloemfontein.

To this end, the Municipality seeks to fill the following vacant and strategic position:

CHIEF FINANCIAL OFFICER (FIXED TERM CONTRACT LINKED TO TERM OF OFFICE OF COUNCIL)

Salary: Grade 1 Municipality R466, 040 Minimum - R569, 600 Maximum total cost to employer. The pay scale will be determined by competence in line with Notice that the Minister published in the Government Gazette which effectively sets upper limits on the remuneration packages to be paid.

Requirements: A recognised three year B degree in Accounting or Economics or related fields. Minimum 5 years experience at senior management level. Certificate in Municipal Financial Management Programme is required as per the National Treasury Minimum Competency Level Regulations.

Competencies: Generic management competencies, strategic capability, Programme and Project management, financial management, change management. Service delivery innovation, Knowledge management, Problem solving and Analytical thinking, People and diversity management, Client orientation and customer focus, Communication, accountability and ethical conduct. **Knowledge** of Strategic financial and Performance management, Operational financial management, Supply chain management, Audit and accountability, The Constitutional requirements for local government and local government legislation, Local government powers and functions, including assignment of national and provincial functions, Developmental local government, Performance management and reporting, Sophisticated understanding of the global, national and regional context in which the municipality operates, Sophisticated understanding of the local, regional national and international political context, Legislation, policy and implementation, Expert knowledge in more than one functional field/discipline. **Skills** in Analytical thinking, Policy conceptualization and implementation, Conflict management, Risk and change management, Mediations skills, Diversity management, Strategic leadership and management, Project management, Governance, ethics and values.

Responsibilities: Manage and control all financial functions of the Municipality, which includes, *inter alia*, the administration of the budget, advising the municipal manager on the exercise of powers and duties assigned to the municipal manager in terms of the MFMA, assisting the accounting officer in the administration of the municipality's bank accounts and in the preparation and implementation of the municipality's budget, advising senior managers and other senior officials in the exercise of powers and duties assigned or delegated to them in terms of sections 78 or 79 of the MFMA, respectively, perform duties such as budgeting, accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management as well as review other duties as may be delegated to him/her by the accounting officer in terms of section 79 of the MFMA, develop a medium term financial framework within which Council can operate, provide framework for financial accountability and ensure it is applied effectively, manage and control the auxiliary support services so that there are efficient and effective financial systems in place.



Application form: The standard application form is available for download on Xhariep District Municipality's website, www.xhariep.fs.gov.za. Shortlisted candidates will be subjected to a vetting process to determine suitability. Applicants submitting their curriculum vitae in response to this advertisement specifically agree and authorize Xhariep District Municipality and/ or its representatives to undertake the necessary confirmation/ certification of any information or documents in the curriculum vitae.

The successful candidate: Will be stationed at the administrative offices of the Municipality as situated at Trompsburg; which is 125 km south of Bloemfontein, but will be expected to regularly give support to the Local Municipalities within the district. He/ she will be expected to sign an employment contract, a performance agreement and disclosure of financial interest, and need to undergo security vetting.

Applications to be addressed to: The Municipal Manager, Mr Martin Kubeka, Xhariep District Municipality, Private Bag X136, Trompsburg, 9913. **NB! No faxed or emailed applications will be accepted.** The Municipality reserves the right to reference check all short listed candidates and to verify their qualifications. Correspondence will be limited to short listed candidates only. Applicants who have not been contacted within thirty (30) days from closing date should consider their applications unsuccessful. All enquiries in this regard should be directed to: Mr Martin Kubeka, Municipal Manager Tel: *051 713 9300*

CLOSING DATE: 18th November 2015

MARTIN KUBEKA (MR)
MUNICIPAL MANAGER