



HANTAM MUNISIPALITEIT HANTAM MUNICIPALITY

REFERENCE NO: MM 03/2023-2024

Hantam Municipality with its head office based at Calvinia in the Namakwa District, Northern Cape, has the following vacancy and applications are awaited from competent persons who meet the set minimum job requirements. Prescribed application forms are available at the offices and on the website (www.hantam.gov.za) of Hantam Municipality. Hantam Municipality is an equal opportunity employer and respects the provisions of the Employment Equity Act.

POSITION: CHIEF FINANCIAL OFFICER
Section 56 post (Permanent)

LEVEL: MANAGER DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER

CENTRE: CALVINIA, NORTHERN CAPE

TERM OF APPOINTMENT:

- Permanent employment as provided for in the amended Local Government: Municipal Systems Act, No. 3 of 2022, and includes signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act, as well as a declaration of financial interest.

REQUIREMENTS

- Bachelor's degree (NQF Level 7) qualification in Accounting, Finance or Economics or equivalent, compliance with the amendment requirements as contained in the Regulation for Minimum Competence Levels, Notification No.1146, Government Gazette No. 41996 of 26 October 2018 or the ability to complete Certificate in Municipal Finance Management Programme within 18 months after appointment. Failure to comply will result in automatic termination of service within 1 month of expiry of this period.
- At least five years previous middle management experience preferably in local government.
- Have proven successful management experience in finance.
- A valid driver's license (Code B/8).
- Knowledge of mSCOA
- Be willing to travel.
- Computer literate.
- No criminal record. Applicants must and will be subjected to security vetting.
- Successful applicants will sign employment contracts and a performance agreement.

- Successful applicants must disclose their financial interest prior to assuming the position.
- Knowledge and understanding of computerised Financial Systems, Spreadsheets, Databases and Word Processing.
- Ability to compile a municipal budget and annual financial statements.
- Knowledge of the specified fields, knowledge of interpretation and implementation of policies and procedures, knowledge of performance management and reporting, knowledge of developmental local government in the South African context, competency in policy conceptualization, analysis and implementation.
- Extensive knowledge of the Local Government: Municipal Finance Management Act, Act No. 56 of 2003, National Treasury Regulations and all other related legislation, policies and regulations.

COMPETENCIES:

- Compliance with the following powers as contained in Notification No. 37245 of 2014: Strategic leadership and management. Operational financial management. Governance, ethics and values in financial management. Financial and performance reporting. Risk and change management. Project management. Legislation, policy and implementation. Supply Chain Management. Audit and assurance.

KEY PERFORMANCE AND CORE FUNCTIONS:

- Perform all functions and duties as delegated 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 accounts;
- Managing, planning, organising, coordinating, directing and controlling activities of staff in the Budget and Treasury Office;
- Development of MTREF in line with the requirements of the MFMA accommodating all departments/units;
- Management and monitoring of the municipal budget to prevent over or under expenditure;
- Responsible for management and monitoring of municipal revenue
- Establish functional debt management and billing units to promote the financial sustainability of the Municipality;
- Implementation of the MFMA Implementation Plan and instil compliance with MFMA;
- Establish and manage a functional Supply Chain Management Unit in line with National Treasury Regulations;
- Establish an updated Asset Register and the corresponding Asset Management Policy and Procedure to enforce GRAP compliance;
- Implementation of inventory requisition system to monitor inventory and ensure that the annual stock counts are conducted;
- Facilitate insurance management by incorporating an insurance management system to control claims and develop corresponding policy;
- Compilation of all financial policies and procedures to ensure sound and sustainable financial management;

SALARY PACKAGE:

- Total cost remunerations package: As prescribed in the Upper Limits of Total remuneration packages payable to municipal managers and managers directly accountable to municipal managers (Notice no. 3541 of the Government Gazette No. 48789 of 14 June 2023)

Minimum	Midpoint	Maximum
R 852,108	R 946,787	R 1,041,465

A rural allowance can also be paid at 10% of the annual salary.

GENERAL:

The prescribed Annexure C Application Form for Senior Managers as contained in the relevant regulations, must be completed and signed. All applications must include: a detailed CV, certified copies (not older than 6 months) of qualifications, identity document, driver's license and the names of three references (with their e-mail addresses) from current and previous employers.

ONLY ORIGINAL applications will be considered - no electronic or faxed applications will be accepted. Please note that qualifications, employment background check and a security vetting (criminal check) will be done for all successful candidates. Candidates will be subjected to a competency assessment.

Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 30 days of the closing date, please consider your application unsuccessful. Canvassing of Council members or any member of the Selection Committee will immediately disqualify applicants. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, up to date and correct. Women, youth and people with disabilities are welcome to apply. **Your application must be sent to The Acting Municipal Manager, Hantam Municipality, 20 Dr. Nelson Mandela Drive, Calvinia, 8190. Enquiries can be directed to Ms. T. Everts (Human Resource Officer) on 027-341 8500.**

Hantam Municipality reserves the right not to appoint or fill the advertised post.

CLOSING DATE: FRIDAY, 05 APRIL 2024 @ 12H00

**MR. T. TLHOAELE
ACTING MUNICIPAL MANAGER**