



KAROO HOOGLAND MUNICIPALITY

An Amalgamation of Fraserburg, Sutherland, Williston & surrounding rural areas

RE-ADVERTISEMENT

The Karoo Hoogland Local Municipality, with its head office in Williston and a B Municipality of the Namaqua District in the Northern Cape, invites applications from suitably qualified persons to fill the following vacant position within its establishment:

PLEASE NOTE THAT APPLICANTS WHO PREVIOUSLY APPLIED FOR THIS POSITION NEED NOT TO RE-APPLY

POSITION: Director: Financial Services (CFO) (Section 56)
CENTRE: Williston, Northern Cape

1) Annual Total Remuneration Package:

- 1.1) Minimum Total Remuneration Package – R815 063, Midpoint Remuneration Package – R905 626, Maximum Remuneration Package – R996 188.
- 1.2) A Remoteness Allowance not exceeding 7% of the Total Annual Remuneration Package may also be paid.

2) Term of Appointment

- 2.1) A 5 year fixed term contract

3) Essential and Non-Negotiable Requirements:

- 3.1) At least a B.Com. degree or relevant NQF Level 7 Qualification in the fields of Accounting, Finance or Economics;
- 3.2) Extensive knowledge of the Local Government: Municipal Finance Management Act of 2003, National Treasury Regulations and all other related legislation, policies and regulations;
- 3.3) Minimum of five (5) years' experience at middle management level preferably in Local Government;
- 3.4) Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette No. 29967 of 15 June 2007, i.e. South African Qualifications Authority Qualification ID No. 48965 for Chief Financial Officers of municipalities, e.g. CPMD, MFMP, etc. If a newly appointed person is not in possession of this Competency, he/she must complete it within eighteen (18) months from the date of employment, in accordance with Government Notice Number 91 of 3 February 2017, as promulgated in Government Gazette No. 40593.
- 3.5) Ability to compile the Municipal Budget and Annual Financial Statements;
- 3.6) Knowledge and understanding of mSCOA and computerised Financial Systems, Spreadsheets, Databases and Word Processing;
- 3.7) Good facilitation and communication skills in at least two of the official languages of the Northern Cape.
- 3.8) A valid driver's licence and own motor vehicle to execute duties.

4) Key Performance Areas (KPA's):

- 4.1) Perform all delegations by the Accounting Officer in terms of the MFMA, and any other duties or functions that may be assigned by the Accounting Officer;
- 4.2) Compile the Municipal Budget and Annual Financial Statements and control all the municipality's Bank Accounts;
- 4.3) Managing, planning, organising, coordinating, directing and controlling activities of staff at the Budget and Treasury Office, as well as Supply Chain Management unit;
- 4.4) Contribution to strategic planning and budget alignment and reporting to the management team;
- 4.5) Development of MTREF in line with the requirements of the MFMA accommodating all departments /units;
- 4.6) Develop and implement a budget spent management system to monitor the budget to prevent over or under expenditure;
- 4.7) Provide consolidated monthly management reports;

- 4.8) Establish functional debt management and billing units to promote financial sustainability of the municipality;
- 4.9) Implementation of the MFMA Implementation Plan and instill compliance with MFMA to uphold the credibility of the municipality by enabling the municipality to obtain an unqualified audit report;
- 4.10) Compilation of all financial policies and procedures to ensure sound and sustainable financial management;
- 4.11) Manage relationship with external stakeholders including the office of the AG, Treasury, SARS, creditors and Banks;
- 4.12) Ensure adequate infrastructure capability and office administration;
- 4.13) Build and maintain business intelligence and content management capability;

5) NB: Please Note:

- 5.1) No faxed or e-mail applications will be considered;
- 5.2) Candidates are required to complete the prescribed Application form for Senior Managers and the consent form for reference checking available on the municipal website www.karoohoogland.gov.za (failure to do so will result in the candidate being disqualified due to an incomplete application);
- 5.3) Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and competency assessment and should also disclose financial interests (remember to complete consent form for reference checking);
- 5.4) Karoo Hoogland Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies or any other relevant legislation;
- 5.5) If no communication has been received from us within thirty (30) days after the closing date, please consider your application unsuccessful. The Municipality reserves the right to appoint or not appoint any person.
- 5.6) Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.

All applications must be submitted with a fully completed KHM Application Form for Senior Managers, signed reference checking consent form, detailed Curriculum Vitae, certified copies of all qualifications, Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed/sent to:

The Municipal Manager
Att: Mr JJ Fortuin
Karoo Hoogland Municipality
Private Bag X03
Williston
8920

Or can be hand delivered at:
Karoo Hoogland Municipality
7 Mulder Street
Williston
8920

Enquiries may be directed to the HR Manager, Adv DM Malan at 053 391 3003 during office hours between 08:00 – 16:00.

All applicants to ensure that their applications are received and registered/stamped through the Municipality's Registry for record keeping purposes.

Closing Date: 14 January 2022 at 13:00

Karoo Hoogland Municipality is an equal opportunity and affirmative action employer