



## **KGATELOPELE MUNICIPALITY**

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

**DIRECTORATE FINANCIAL SERVICES    POSITION: CHIEF FINANCIAL OFFICER  
LEVEL: MANAGER DIRECTLY REPORTING TO THE MUNICIPAL MANAGER**

**CHIEF FINANCIAL OFFICER FIVE YEAR FIXED TERM CONTRACT -Reference NO – KLM  
15 2021/2022**

Salary -Total remuneration package 815 063(minimum) / R905 626(midpoint) R996 188 (maximum) per annum.

**Terms of Appointment:** 5year fixed term performance-based contract.

### **B. Essential and Non- Negotiable Requirements:**

\*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.

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- B.com Degree qualification in the fields of Accounting, Finance or Economics;
- Or equivalent (Financial management) at NQF Level 7 with a minimum of 360 credits;
- Extensive knowledge of the Local Government: Municipal Finance Management Act of 2002, National Treasury Regulations and all other related legislation, policies and regulations.
- Minimum of five (5) years 'experience at middle management levels preferably within the Local Government Environment;
- 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 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 Officer 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 No. 91 of 03 February 2017, as promulgated in Government Gazette No. 40593;
- Ability to compile Municipal Budget and Annual Financial Statements;
- Knowledge and understanding of computerised Financial Systems, Spreadsheets, Databases and Word Processing;
- A valid driver's licence and own motor vehicle to execute duties;
- Knowledge of MSCOA;

### **C. KEY PERFORMANCE AREAS (KPA's).**

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;

- Ability to compile the Municipal Budget and Annual Financial Statements and control all the municipality's Bank Account;
- Managing, planning, organising, coordinating, directing and controlling activities of staff at the Budget and Treasury Office, as well as Supply Chain Management unit;
- Contribution to strategic planning and budget alignment and reporting to management team;
- Development of MTREF in line with the requirements of the MFMA accommodating all departments/units;
- Develop and implement a budget spent management and billing units to promote financial sustainability of the municipality;
- Establish functional debt management and billing units to promote financial sustainability of the municipality;
- Implementation of the MFMA Implementation Plan and instil compliance with MFMA to uphold the credibility of the municipality by enabling the municipality to obtain unqualified audit report;

Establish and manager a functional Supply Chain Management unit in line with National Treasury Regulations to instil compliance with the MFMA Regulations;

- Establish an updated Asset Register and the corresponding asset management policy and procedure to enforce compliance with the implementation of GRAP;
- Implementation of inventory requisitions system to monitor inventory and ensure that the annual stock counts are conducted;
- Facilitate insurance management by incorporating insurance management system to control claims and develop corresponding policy;
- Compilation of all financial policies and procedures to ensure sound and sustainable financial management;

#### **NB: Please Note:**

- No faxed or e-mailed applications will be considered;
- Candidates are required to complete the prescribed "Annexure C" application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at Kgatelopele Municipality Website (failure to do so will result in the candidate being disqualified);
- Short-listed candidates will be subjected to security vetting/screening, verification of qualifications And employment history/reference check and competency assessment should also disclose

#### **Financial interest;**

- Kgatelopele 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, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within ninety (90) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the 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:
- Applications that hold any political office positions namely Chairperson, Deputy Chairperson, Secretary, Deputy Secretary or Treasurer Nationally, Provincially, Regionally or other areas in which the party operates; or any position in a political party equivalent to a

position mentioned above, Irrespective of the title designated to that position, shall not be considered for appointment as Chief Financial Officer  
Applications can to post to The Acting Municipal Manager  
Attention: Mr. A. Tieties  
Kgatelopele Municipality  
P.O. Box 43  
DANIELSKUIL  
8405

**Or can be hand delivered at:**

Kgatelopele Municipality at the Human Resource Office.  
Enquiries may be directed to Senior Human Resource Management: Corporate Services,  
Ms. M. C. Pienaar (053) 384 8600 during office hours between 07:30 am – 16:45pm Monday  
to Thursdays and Fridays till 15:30pm.

**CLOSING DATE: 15 March 2022 at 12:00pm**