

EMALAHLENI LOCAL MUNICIPALITY



Emalahleni Local Municipality hereby invites applications from committed, self-driven, motivated, service delivery-orientated and high performance professionals / practitioners who want to build careers in the areas of specialization mentioned herein through rendering high quality services within the Emalahleni Local Municipality.

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POSITION: CHIEF FINANCIAL OFFICER

This is a permanent position which is based in Emalahleni Head Office. The incumbent will be subjected to signing an employment contract, a performance agreement, disclosure of financial interest and undergo security vetting.

REMUNERATION: As per Government Gazette No 43122 of 20 March 2020 on the determination of upper limits of total remuneration package payable to municipal managers and managers directly accountable to municipal managers.

R1 188 638 (minimum); R1, 415 047 (midpoint) and R1, 596 747 (maximum).

REQUIREMENTS: At least a Post Graduate Degree or qualification in the fields of Accounting, Finance or Economics registered on the National Qualifications Framework at NQF Level 8 with a minimum of 120 credits or Chartered Accountant (SA), Minimum of 7 years at management level, of which at least 2 years be at senior management level, Must have completed Municipal Finance Management Programme (MFMP) or CPMD will serve as an advantage.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES: Good knowledge and understanding of relevant policy and legislation *Good knowledge and understanding of institutional governance systems and performance management *Good knowledge of financial management, including: revenue management; supply chain management; Budgeting; Good management of expenditure and financial reporting* Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) *Good governance *Knowledge of coordination and oversight of all specialised support functions

CORE MANAGERIAL & OCCUPATIONAL: *Strategic leadership and management *Strategic Financial 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 *Stakeholder relations *Supply chain management *Audit and assurance Financial Management *Service Delivery Management *Problem Solving Management

KEY PERFORMANCE AREAS: The successful candidate will be responsible to lead, direct and manage staff within the Finance directorate so that they are able to meet their departmental and organizational objectives. *Ensuring compliance with the Municipal Finance Legislation and Regulations. *Integrating the financial management system of the municipality. *Manage all financial functions; analysis and interpretation of financial costing information to identify trends, make forecasts and recommendations. * Plan, direct and co-ordinate the planning and preparation of annual and long-term capital and operating budgets and submit these to management and Council for approval * Ensure that Management Accounts and other financial data are available on an accurate, concise and up-to-date basis. *Development and maintenance of effective and efficient systems of financial and risk management and control. *Compliance with MFMA and other statistical returns; Asset & Liability Management; Revenue Management; Expenditure Management; Salaries; Monthly budget statement *Responsibilities include inter alia estimates and budgeting, income control, expenditure control, credit control, insurance, grants, loans and indigent relief administration services.

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POSITION: EXECUTIVE DIRECTOR: DEVELOPMENT PLANNING

This is a permanent position which is based in Emalahleni Head Office. The incumbent will be subjected to signing an employment contract, a performance agreement, disclosure of financial interest and undergo security vetting.

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R1 188 638.00 (minimum); R1, 415 047.00 (midpoint) and R1, 596 747.00 (maximum).

REQUIREMENTS: Bachelor of Science Degree in Building Sciences/ Architect/ Bachelor Degree in Town and Regional Planning or Development Studies; 5 years' experience at middle management level, or as programme/project manager; Have proven successful Professional Developmental/ Town and Regional Planning experience; and Municipal Finance Management Programme (MFMP) or CPMD will serve as an advantage

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES: Good knowledge, understanding and interpretation of relevant policies and legislation; Good knowledge and understanding of institutional governance systems and performance management; Must have extensive knowledge of the public office environment; Must be able to formulate engineering master planning, project management and implementation; and Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

ADDED ADVANTAGE: Project Management Certificate or Diploma, or Registration as a Professional Planner in accordance with the Planning Professions Act, 2002, (Act No. 36 of 2002).

KEY PERFORMANCE AREAS: Manage and Administer the following sections: , Spatial Planning and Land Use, Economic Development and Tourism, Properties and Human Settlement; Fulfilling the role of Director Development Planning; Provide spatial guidance for development investment and future planning; To make the city as a tourist destination; To economically, efficiently and effectively manage and develop the day to day operations, procedures, processes and resources of the directorate; Effectively manage both demand and source or supply management of municipal services; Manage and roll out procurement processes for service providers; Responsible for Directorate Budget; Promoting transformation and diversity management; Performing any other functions that may be assigned by the Municipal Manager

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POSITION: EXECUTIVE DIRECTOR: CORPORATE SERVICES

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R1 188 638 (minimum); R1, 415 047 (midpoint) and R1, 596 747 (maximum).

REQUIREMENTS: Bachelor's Degree in Management Sciences/Public Administration/Law or equivalent; Five (5) years' experience at middle management level and must have proven successful management experience in administration, A valid driver's license, Registration with a relevant professional body will serve as an advantage, Must have completed Municipal Finance Management Programme (MFMP) or CPMD will serve as an advantage.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES: Good knowledge and understanding of relevant policy and legislation *Good knowledge and understanding of institutional governance systems and performance management *Good knowledge of corporate support services, including: Human capital management; Legal Services; Administration and Auxiliary; Information communication technology * Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) *Good governance *Labour Relations Act, and other labour-related prescripts *Legal background and human capital management *Knowledge of coordination and oversight of all specialised support functions

CORE MANAGERIAL & OCCUPATIONAL: *Programme and Project Management *Financial Management *Service Delivery Management *Problem Solving Management *People Management & Empowerment *Client Orientation & Customer Focus *Communication *Competence in Self-Management *Knowledge of Performance Management & Reporting *Willingness to work irregular hours *A strategic thinker who possess leadership qualities with strong general management skills, with ability to develop and formulate policy, procedures and systems *Understanding the transformation challenges and change management *Well developed conflict resolution, negotiation and communication skills and computer literate *Resource management skills *Financial and budgeting skills *Ability to manage performance *The ability to identify and develop opportunities to the benefit of the municipality *A foresighted developmental strategist on practical ordinary and intelligence security issues *Sensitivity for the political and strategic objectives of government, especially local government will be an added advantage.

KEY PERFORMANCE AREAS: The successful candidate will be responsible to lead, direct and manage staff within the Corporate Services directorate so that they are able to meet their departmental and organizational objectives. The incumbent will be responsible for the following: Human Resource Management, Legal Services, Administration and Auxiliaries and Information and Technology amongst other responsibilities; Efficiently manage and control the budget for the Directorate; Prepare and submit required reports to the Municipal Manager and relevant political structures; Develop and implement the Department's Service Delivery and Budget Implementation Plan (SDBIP); Perform any other related functions as requested by the Municipal Manager.

Interested candidates should fill in the application form which can be downloaded from our website at www.emalahleni.gov.za indicating the position they are applying for, comprehensive CV, certified copies of qualifications and ID document. Shortlisted candidates will be subjected to suitability checks including qualifications, employment records, criminal records, company ownership/directorship and reference checks. Applications not accompanied by the required documentation will not be considered.

Please send your **CV together with certified copies of your qualifications and certified copy of ID**, to the Municipal Manager, P.O. Box 3, Witbank 1035, or submit your CV at

**Administration Building
Civic Centre**

President Street

Witbank

1035

If no response is received from Emalahleni Local Municipality within 60 days after the closing date, it must be regarded that your application has not been successful.

PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED

CLOSING DATE: 22 November 2022

ENQUIRIES: Municipal Manager

MR. HS Mayisela

Tel. no.: (013) 690 6537/6358/6227