

Ngwathe Local Municipality is a well-established municipality of integrity and a leader of best practices, a high performing organization, gearing itself to provide excellent and sustainable municipal services, which offers challenge and opportunities to all its employees at all levels.

The Municipality hereby invites applications from experienced, qualified, innovative, committed and energetic individuals with a vision, for appointment to the below mentioned positions.

REMUNERATION: Ngwathe Local Municipality is a Category 4 municipality, with **Total Remuneration package of: Minimum: R987 238, Midpoint: R1 124 899 and Maximum: R1 276 762 per annum** as per Notice No. 2760 published in Government Gazette No 47538 of 18 November 2022. **The pay scale for each senior manager will be individually determined by competence based assessment outcome, experience and qualifications.**

Please note that the Minimum Competency Requirements for Senior Managers as promulgated in Government Gazette No 37245 of 17 January 2014, Local Government: Regulations on appointment and conditions of employment of senior managers, Local Government System Act, 2000, as amended will apply. **Leading Competencies:** Strategic Direction and Leadership, People Management, Program and project Management, Financial Management, Change Leadership and Governance Leadership. **Core Competencies:** Moral Competence, Planning and Organizing, Analyzing and Innovation, Knowledge and Information Management, Communication, Results and Quality Focus.

The applicant must be a South Africa Citizen or permanent resident in possession of a valid work permit with no criminal record. • He/she must be in possession of a valid driver's license and a suitable vehicle for proper performance of his/her functions; and willingness to work irregular hours with extensive travelling. • A visionary, dynamic change agent with passion and commitment to make a difference. Ability to negotiate at all levels i.e. Local, Provincial and National Government spheres. **Place of work: Municipal Head Office, Parys**

Appointments will be on a permanent basis subjected to an annual performance contract.

Reporting directly to the Municipal Manager, the following appointments will be made in line with sections 56/57 of the Local Government Municipal Systems Act 32 of 2000, as amended and relevant Local Government Regulations applicable to the appointment of Senior Managers.

CHIEF FINANCIAL OFFICER – REF 101/23

KEY REQUIREMENTS:

- A Bachelor's degree or BTech in Accounting/NQF Level 7 in the field of Accounting, Finance or Economics or Chartered Accounting SA;
- A valid driver's license and a suitable vehicle for proper performance of duties.
- Willingness to work irregular hours with extensive travelling.
- Computer literacy in MS Word, Excel and PowerPoint

EXPERIENCE:

- A Minimum of Five (5) years' experience at Senior and middle management level, of which at least (2) two years must be at middle management level.
- Have proven successful institutional transformation within public or private sector
- A proven track record of managing financial services unit

ADDED ADVANTAGE:

- Qualified CA or a Completed SAICA articles
- Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 or Equivalent Qualification
- A post graduate or relevant qualification will be a strong recommendation
- Advanced understanding and experience of budget and Finance Management

KNOWLEDGE:

- Knowledge of the local government environment or sound business experience in a commercial environment. Practical knowledge of the local government environment or sound business experience in a commercial environment. Comprehensive knowledge and understanding of Municipal Finance Management Act, Treasury regulations and other legislation including proven experience in its application; Good practical knowledge of Municipal Property and relevant regulations; Knowledge of GRAP (Generally Recognised Accounting Practices); Track record in preparations and management of strategic plans, business plans and budgeting; An excellent track record in the implementation and maintenance of sound financial system; The ability to work under pressure; Computer literacy; Knowledge and understanding of computerized financial system, spreadsheet, databases and word Processing. Budget and finance management; and Must be able to compile credible financial statements and asset register.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES:

- Strategic leadership and management and Strategic financial management
- Responding to National Treasury strategic goals and Operational Financial Management
- Governance, ethics and values in financial management and Risk and change management
- Financial and performance reporting and Project Management
- Risk and change management and Legislation, policy formulation and implementation
- Audit and Assurance and Supply Chain Management and Stakeholder relations

KEY COMPETENCIES:

The successful incumbent will be directly reporting to and accountable to the Accounting Officer and will be expected to carry out duties of the CFO as contained in the Municipal Finance Management Act (And regulations) Act 56 OF 2003 as updated and responsible for but not limited to:

- Advise and assist the Accounting Officer and Senior Managers in the exercise of the powers and functions assigned and delegated in terms of the MFMA and other relevant legislation.
- Provide strategic leadership for all functional areas in the financial department/ Directorate
- Lead, manage and directs staff in the finance department/ directorate to ensure achievement of objectives and targets
- Ensure the effective implementation of the Municipal Finance Management Act.
- Monitor compliance with the Municipal Finance Management Act and relevant legislations.
- Provide financial direction and advice to other directors and for projects and programmes of interest to the municipality. Financial planning in terms of providing framework for financial accountability.
- Ensure compliance with best practice accounting norms and standards including Mscosa.
- Foster a good working relationship with the Auditor General's Office and other stakeholders.
- Contribute to policy development.

CORE MANAGERIAL COMPETENCIES:

The following managerial competencies as described in the Performance Regulations are essential:

- Knowledge Management and service delivery innovation.
- Problem solving and analytical thinking, People and Diversity Management.
- Client orientation and customer focus
- Excellent verbal and written communication skills.
- Advanced mediation and negotiations skills and advanced influencing skills.

AREAS OF RESPONSIBILITY:

The Chief Financial Officer is the administrative head of the Finance Directorate/ Department and has the following delegated functions:

1. Budget preparation, monitoring and reporting.

2. Accounting and Analysis and financial reporting.
4. Cash Management and Debt Management.
6. Supply Chain Management and Financial Management.

DIRECTOR COMMUNITY SERVICES – REF 102/23

MINIMUM REQUIREMENTS:

- Bachelor Degree in Public Administration/ Political Sciences/Social Sciences/ Law or equivalent qualification.
- A valid driver's license and a suitable vehicle for proper performance of duties.
- Willingness to work irregular hours with extensive traveling.
- Computer literacy in MS Word, Excel and PowerPoint

ADDED ADVANTAGE:

- A relevant post graduate qualification
- Certificate in Municipal Financial Management Program as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007
- Registration with the South African Council for Social Service Professionals (SACSSP), or relevant recognized professional body

EXPERIENCE:

- A Minimum of Five (5) years' experience at Senior and middle management level, of which at least (2) two years must be at middle management level.
- A proven successful institutional transformation within public or private sector.

KNOWLEDGE:

- An extensive knowledge and understanding of community services and public safety functions. Understanding of legislations related to: Parks and Recreation, Cemeteries, Traffic Management, Fire & Rescue, disaster management and Solid Waste management. Extensive planning and management skills, good interpersonal skills, negotiation skills, conceptual and analytical skills. Excellent communication and report writing skills. Extensive knowledge and understanding of local government-related legislations

SKILLS AND COMPETENCIES:

Good knowledge and understanding of relevant policy and legislation and Councils operations. Strategic leadership and management. Strategic financial management. Governance, ethics and values in public sector. People management. Program and project management. Change leadership. Report writing and presentation skills.

KEY PERFORMANCE AREAS

- Manage the entire Community and Social Services Directorate and provide advice on Local Government Legislative Prescripts.
- Strategic planning, organizing, lead and controlling all activities of the Directorate.
- Draft and control Directorate's activity based budget.
- Develop and implement the Directorate SDBIP, lead and direct staff to ensure implementation.
- Develop strategies that enhance service delivery in the municipality and promote good relations and participation of beneficiaries.
- Responsible for all assets, income and expenditure related to Directorate.
- Ensure that municipal services within area of responsibility are provided to the local community in an equitable manner taking into consideration quality cost and time.
- Consult the local community about municipal services within area of responsibility provided.
- Support municipal strategy.

APPLICATIONS AND CONDITIONS OF APPOINTMENT:

1. We appreciate your demonstrated interest of being part of Ngwathe Local Municipality.
2. Only SA citizens or permanent residents are eligible to apply.
3. Applicants must submit a completed Application Form (Annexure C) as per the Government Notice No. 21 published in Government Gazette no 37245, dated 17 January 2014 (Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers) available from our municipal website: on www.ngwathe.fs.gov.za No Application will be considered if it is not on the Official Application Form. The application form must be originally completed and accompanied by a detailed CV with at least 3 contactable references (telephonically and e-mail), and originally certified copies (not older than 3 months) of qualifications, identity document, and driver's license together with a covering letter clearly depicting the post applied for and enclosed in an envelope clearly marked.

Applications for these vacancies, in a sealed envelope, each position's application in its own separate envelope, clearly indicating the position you are applying for must be hand – delivered at the Municipal offices situated at Parys, Liebenbergstrek, Free State, between 7h45 and 16h15. The envelop should be for the attention of;

**The Municipal Manager:
Ngwathe Local Municipality**

Women and Persons with disabilities are encouraged to apply.

4. Faxed, Posted or e-mailed applications will not be considered;
5. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof;
6. Short-listed candidates will be subjected to vetting processes (i.e. reference and qualification checks as well as any previous misconduct or criminal record verification) to determine suitability and sign of indemnity forms;
7. The applicant gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act (include signed consent letter);
8. Recommended candidate(s) will be subjected to a competency based assessment over 2 day's prior appointment in terms of Annexure A (Competency framework for Senior Managers) of Notice No.21 of Government Gazette No. 37245 of 17 January 2014;
9. The successful candidate will be required to sign an Employment Contract before assumption of duty, a Performance Agreement within 60 days of appointment and the necessary Disclosure of Financial Interest Forms as well as undergo the necessary Security Vetting Processes;
10. On appointment the appointee should not be holding any political office in a political party whether in a permanent, temporary or acting capacity.
11. The incumbent will be stationed at Ngwathe Local Municipality situated in Parys, but may be deployed anywhere within the municipal jurisdiction depending on the operational requirements;
12. Due to the large number of applicants, correspondence will be limited to the shortlisted candidates only. If you have not been contacted within a period of two months after the closing date of the advertisement, kindly accept that your application has been unsuccessful.
13. The successful candidate will be reporting directly to the Municipal Manager;
14. The municipality reserves a right not to appoint any applicant to this position;
15. A candidate who canvasses for preference will be disqualified;
16. Fraudulent qualifications, information or documents will disqualify any applicant;
17. **The Council will not pay travelling costs for attending interviews.**
18. **APPLICANTS WHO HAD PREVIOUSLY APPLIED FOR ANY OF THE ABOVE POSITIONS ARE REQUIRED TO RE-APPLY FOR CONSIDERATION.**

All enquiries can be directed to the Office of the Director Corporate Services: Me M. Florence Mokgobu, during Office Hours on 056 816 2727.

CLOSING DATE: 23 February 2023, Wednesday (by end of business at 15H30)

Me TN Baleni
Municipal Manager