



GAMAGARA LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

Gamagara Local Municipality with its head office in Kathu and located in the **John Taolo Gaetsewe** Region, Northern Cape province, is an equal opportunity employer and invites applications from suitably qualified persons for the following position:

MUNICIPAL MANAGER'S OFFICE

DIRECTOR: CORPORATE SUPPORT SERVICES (FIVE YEARS FIXED TERM CONTRACT)

Salary: All-inclusive negotiable annual remuneration package of: **Minimum R 813,635 Midpoint R929, 869 Maximum R1, 046,101**

Requirements: *Bachelor Degree in Public Administration/Management Sciences/Law; or equivalent experience. *Five (5) years' experience at middle management level, and must have proven successful management experience in administration. *Compliance with the MFMA. *Minimum competency levels in unit standards as per Government Notice No. R493 of Gazette no. 29967 of 15 June 2007. *A person who does not meet minimum competency level in unit standards will be given an opportunity to attain the minimum competency level within 18 months from the date of appointment. Added advantage registration with the South African Council for Social Service Professionals (SACSSP)

Key Responsibilities. *Manage a department with the following functions: human resources, secretariat, information Communication Technology, registry and auxiliary Services, legal services, facilities management, council support and overall financial management, including systems and controls of the department, provide strategic leadership for corporate service department, provide direction in terms of what the department needs to support overall strategy of the Municipality. *Ensure supervision on the development and implementations of operational policies. *Ensure compliance with all pieces of legislation pertinent to local government; optimize excellence within the department at corporate level. *Ensure that compliance with risk management system implementation within the department is executed. *Ensure the municipality has a good internal and external communications system, Co-ordinate transformation and organizational Development programs for the Municipality.

DIRECTOR: CHIEF FINANCIAL OFFICER (FIVE YEARS FIXED TERM CONTRACT)

Salary: All-inclusive negotiable annual remuneration package of: **Minimum R 813,635 Midpoint R929, 869 Maximum R1, 046,101**

Requirements: * At least NQF Level 7 in the field of Accounting, Finance or Economics or Chartered Accountant (SA) * relevant experience. Minimum of 7 years at Senior and middle management level of which at least 2 years must be at senior management level (5) years Management Experience, preferably in Local Government environment. ***Added advantage;** Minimum competency as per the National Treasury: Local Government, MFMA;

*Strategic leadership and people management capabilities coupled with assertiveness and self-motivated personal attributes. *Proven ability to communicate and negotiate at all spheres and levels of government. *Extensive knowledge of legislation procedures and processes pertaining to Local Government finance including the provisions of the Municipal Finance Management Act. *Experience in any of the financial systems that are used in municipality will be a further advantage. *The candidate will have to undergo security vetting.

Key Responsibilities. *planning organization and controlling of all activities of the Finance Department inclusive of buying services, financial services (expenditure inclusive of salaries) and levy collection service (income). *Attending counsel and committee meetings. *Compilation of Annual Budget and Financial Statements in accordance with General Recognized Municipal Accounting Principles (GRAP) and control of bank accounts. *monitor other department's budgets. *Ensure the implementation and the execution of indigent's policy. *Ensure proper and diligent compliance with Acceptable Municipal Finance Management Legislation in all aspects, including, but not limited to budgetary process and control; investment management; credit control and debt collection; financial management; management of Assets and Liabilities of the Municipality; ensure the development and implementation of strategies that will have a measureable positive impact on Financial Performance. *The prospective candidate will be expected to sign an employment contract, performance agreement and disclose financial interest.

No fax, emailed Z83 applications will be accepted. **To apply for the above post use:** a prescribed application form (Annexure C) in terms of the Local Government: Municipal System Act, 2000 (Act No. 32 of 2000) issued on the 17th January 2014 (Government Gazette: Local Government Regulations for Appointment and Conditions of Employment of Senior Managers), obtainable from our municipal website, reception/ HR office, An application not made on the prescribed official form will not be considered.

The application must be accompanied by detailed CV, certified copies of original certificates (not older than 3 months) of academic qualifications, copy of an identity documents and driver's license.

The shortlisted candidates will be subjected to security and reference check as well as competency assessment for recommended interviews, as per the regulation. The appointed candidate will be required sign an employment contract, a performance contract and a disclosure of financial interest.

Failure to comply with the above request will disqualify your application.

Enquiries: Mr. CM Phuti. (Senior Manager: Corporate Services), Tel: (0537236000) or Mr. K. Appie (Manager: Human Resources), Tel: (0537236000)

This post is based in Kathu. Applications should be directed to the below address

Please forward application to: Mr. K.P. Leserwane, The Municipal Manager, Gamagara Local Municipality, P.O. BOX 1001, KATHU 8446, or hand-delivered at CNR Hendrick Van Eck & Frekkie Meyer at Municipal Reception

Canvassing for appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

Closing date: 05th October 2018

Notice No: 2018/26

Gamagara Local Municipal is an equal opportunity and Affirmative action employer