



Harry Gwala Street, Modimolle, 0510

Private Bag X 1018, Modimolle, 0510

Tel: (014) 718 3367

Fax: (014) 717 3886

*on the Go for Growth***WATERBERG DISTRICT MUNICIPALITY**

Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled are encouraged to apply.

**BUDGET AND TREASURY OFFICE
CHIEF FINANCIAL OFFICER (5 YEAR FIXED TERM EMPLOYMENT CONTRACT)**

Ref: PF-CFO/07/01/15

Total Remuneration Package: R 529 590 – R 588 430 – R 647 280 (in line with the upper limit of total remuneration package payable to the Municipal Manager and Managers directly accountable to the Municipal Manager Government gazette no. 37500 dated 29 March 2014. The incumbent shall be expected to sign employment contract, performance agreement and disclosure of financial interest form.)

1. REQUIREMENTS

At least NQF level 6 in the fields of Accounting, Finance or Economics or Certificate Program in Municipal Development (CPMD) or Municipal Finance Management Program (MFMP) (minimum competencies) will be an added advantage. Minimum of five (5) years' experience at middle management and must be in a possession of a valid driver's license. Proficiency in Local Government Financial legislative environment, Treasury Regulations, Supply Chain Management and other legislations governing Municipal Finance. Computer literacy in MS Word, Excel, Project and PowerPoint.

2. COMPETENCIES:

- Strategic Leadership and Management;
- Strategic Planning and budget Implementation, Financial and Performance Management;
- Governance, ethics, values and finance reporting;
- Policy development and implementation;
- Effective leadership in Supply Chain Management and Internal and External Audit & accountability;

3. **KEY PERFORMANCE AREAS:**

- Reporting directly to the Accounting Officer, the incumbent will be expected to perform amongst others: Provide strategic leadership in Budget and Treasury Office, develop and continuously evaluate short and long term strategic financial objectives.
- Ensure that internal financial targets and budgets are fully consistent with the Municipality's IDP, SDBIP and relevant agreements with other sectors of government.
- Ensure effective and efficient management and control of municipal bank accounts and investment of surplus funds.
- Ensure compliance with and implementation of the MFMA
- Advise the Accounting Officer on the exercise of powers and duties assigned to the Accounting Officer in terms of the MFMA
- Assist the Accounting Officer in the administration of the municipality's bank accounts and in the preparation and implementation of the budget
- Perform such budgeting accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management, review and other duties as may in terms of section 70 of the MFMA be delegated by the Accounting Officer to the Chief Financial Officer
- Knowledge of Performance Management and Reporting
- Policy conceptualization, analysis and implementation
- Compliance with and implementation of all council resolutions and policies

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicate the position you are applying for and must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

Qualifications, employment background check and a security vetting will be done for all the shortlisted candidates.

Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 during office hours.

Closing Date: 24 July 2015 @ 12h00

Should you not be contacted within 90 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised post.

M S MABOTJA

MUNICIPAL MANAGER



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**OFFICE OF THE MUNICIPAL MANAGER
CHIEF INTERNAL AUDITOR - POST LEVEL 3
Ref: PF - CIA/07/02/2015**

Salary: R 407 604 per annum fixed

Benefits: Normal municipal benefits plus travelling allowance.

REQUIREMENTS:

- Applicant must be qualified with a B Com degree /Diploma, 4 years working experience in internal Audit or Financial Accounting with exposure to risk management practices and must be registered with Institute of Internal Auditors of South Africa. Valid driver's license (Code 08)

KNOWLEDGE:

- Treasury regulations, Control frameworks, familiar with risk management procedures, proficient in assessing systems of internal control, exposure to performance audit will be advantageous, understanding of Municipal Finance Management Act No. 56 of 2003 and other relevant legislations.

SKILLS AND COMPETENCIES:

- Strong in decision making and problem solving, Strict deadline orientation, ability to work under pressure, strong planning skills, project management skills, proficient with Microsoft Office MS-Word, MS-Excel, MS Powerpoint, MS Outlook (at an advanced level).

KEY RESPONSIBILITIES

- Co-ordinate and controls processes and procedures associated with the formulation of the Municipality's Risk Audit Plan, Program and compile Risk Register
- Monitors applications, procedures and processes associated with specific statutory financial responsibilities and functions of the municipality
- Manages the implementation of Audit investigative processes to determine irregularities or non-compliance

- Disseminate guidance and information on specific key performance areas and requirements associated with the Audit program
- Plan, develop and execute comprehensive audit programmes, including performance and financial compliance
- Develop and maintain productive staff and management relationships through individual and group meetings
- Interact with internal and external bodies such as Risk Management, External Audit, Legal Services
- Ensure the sharing of knowledge based on audit activity conducted
- Compile and provide periodic reports as and when required by the Municipal Manager
- Report directly to the Municipal Manager
- Assist external auditors with data provision
- Provide administrative support to Audit Committee

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**OFFICE OF THE MUNICIPAL MANAGER
DIVISIONAL MANAGER STRATEGIC SUPPORT AND PLANNING POST LEVEL 03
REF: PF-DMSSP/07/03/2015**

Salary: R 407 604, per annum

Benefits: Normal municipal benefits plus travelling allowance

REQUIREMENTS:

- Appropriate B Degree or equivalent qualification, five- year experience in local government with 2- year experience in local government strategic and development programmes (preferably senior management level)
- Valid driver's license (code 08).

KNOWLEDGE:

- Sound knowledge of local government legislations
- Sound knowledge of intergovernmental and international relations
- Monitoring and strategic planning

SKILLS AND COMPETENCIES:

- Ability to advice the Municipal Manager on strategic developmental issues of the municipality,
- Communication skills at all level (internally and externally)
- Proven track record of planning and leadership
- Facilitation skills and sound computer literacy
- Project management and strategic planning skills

KEY RESPONSIBILITIES:

- Render strategic and leadership functions for the Municipality including the preparation and annual review of the IDP strategic planning documents
- Monitoring and overlooking alignment of sectoral plans with the Integrated Development Plan
- Strategic support to Municipal Manager, and management in aspects of strategic management, performance management system and organizational development
- Develop a system of checks and balances with regard to implementation of Council resolutions, strategic decisions taken by Provincial and National IGR forums
- Assist in managing the interface between the Office of the Municipal Manager and other senior managers in the district municipality
- Assist in the co-ordination of the operations of the district municipality's management team
- Identification of strategic capacity building needs
- Supporting the Municipal Manager in implementation of organizational performance management and monitoring implementation of priority projects
- Development and co-ordination of an integrated strategic planning framework for the District Municipality
- Assist in the sound administration and management of the staff that is attached to this office.

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**EXECUTIVE SUPPORT
PERSONAL ASSISTANT: SPEAKER – LEVEL 06
(Employment contract linked to term of Office of the Speaker)
REF: PF-PA-SPEAKER/07/04/2015**

All inclusive remuneration package: R 355 322.00 per annum

REQUIREMENTS

- Grade 12 certificate, Computer literacy plus 2-3 years' experience as an administrator in a political environment. Knowledge of Local Government operation.

COMPETENCIES AND SKILLS

- Must have good interpersonal relation, strong office administration, communication skills, time management, be able to take minutes and have report writing skills. Must have strong computer knowledge (office applications)

KEY PERFORMANCE AREAS

- Scheduling, confirming and updating the diary of the Speaker and alerting or indicating priority/urgent meeting requiring attention.
- Organising, confirming and scheduling meetings / appointments with internal departments and external stakeholders.
- Arrangements of travelling logistics for the Speaker and full time members of the Mayoral Committee
- Perusing Council and Committee Agenda and Minutes of meetings and identifying with items requiring the attention of the Speaker.
- Maintains and access records of discussions, instructions and correspondences.
- Screen all calls and visitors, take messages and returns calls.
- Receiving and communicating with guests, complaints and/or members of the public, establishing the nature of the visit and redirecting to appropriate personnel for attention.
- Attend to the filing of confidential/ general documentation and correspondences, removing

and/ or inserting copies in specific files and/ or controlling and updating coding sequences to facilitate accessibility to information.

- Performs administrative activities associated with preparation of documents and correspondence for circulation.

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