



MANTSOPA

LOCAL MUNICIPALITY

Incorporating Ladybrand, Tweespruit, Excelsior, Hobhouse & Thaba Patchoa)
(As from 6 December 2000)

The Municipality hereby invites applications qualified candidates to apply for the under-mentioned position.

1. MUNICIPAL MANAGER (15 months fixed term performance- based contract)

Total remuneration package will be in terms of Government Gazette No.43122 dated 20 March 2020
(Minimum R1, 030, 759 Midpoint R1,141,500 Maximum R1,267,066 per annum)

Requirements

HIGHER EDUCATION QUALIFICATION	
Bachelor Degree in Public Administration / Political Sciences / Social Sciences / Law; or equivalent	
MINIMUM COMPETENCY LEVELS FOR SENIOR MANAGERS	
Certificate in Municipal Finance Management (SAQA Qualification ID No. 48965) will be an added advantage	
WORK RELATED EXPERIENCE AND KNOWLEDGE	
YEARS OF EXPERIENCE	TYPE OF EXPERIENCE
At least Five Years	<ul style="list-style-type: none"> Relevant experience at a Senior Management level; and Have proven successful institutional transformation within public or private sector.
KNOWLEDGE	TYPE OF KNOWLEDGE
	<ul style="list-style-type: none"> Good knowledge and understanding of relevant policy and legislation; Advanced understanding of institutional governance systems and performance management; Advanced understanding of Council operations and delegation of powers; Audit and Risk Management establishment and functionality; and Budget and Finance Management
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> Carry out the duties of the Municipal Manager as contained in section 55 of the Municipal Systems Act 32 of 2000; Implement the municipality's integrated development plan and monitor its progress in terms of implementation; Responsible for the formation and development of an economic, effective, efficient and accountable administration; Manage the municipality's administration in accordance with the Municipal Systems Act (MSA) and other applicable legislation; 	

- Manage the provision of services to the local community in a sustainable and equitable manner;
- Appoint staff other than those referred to in terms of section 56 of the MSA, subject to the Employment Equity Act 55 of 1998;
- Ensure effective utilization, training and discipline of staff;
- Provide sound and strategic advice to political structures and political office-bearers of the municipality;
- Manage communication between the municipality's administration and its political structures;
- Exercise any powers and duties delegated by the municipal council, or sub-delegated by other delegating authorities of the municipality, to the Municipal Manager;
- Ensure the implementation of national and provincial legislation applicable to the municipality;
- Perform any other function that may be assigned by the Municipal Council;

2. CHIEF FINANCIAL OFFICER (5-year fixed term performance -based contract)

Total remuneration package will be in terms of Government Gazette No.43122 dated 20 March 2020
(Minimum R846, 307 Midpoint R950, 907 Maximum R1, 040,337 per annum)

Requirements

HIGHER EDUCATION QUALIFICATION	
A recognised three year B degree in Accounting, Finance or Economics	
MINIMUM COMPETENCY LEVELS FOR SENIOR MANAGERS	
Certificate in Municipal Finance Management (SAQA Qualification ID No. 48965) shall be an added advantage	
WORK RELATED EXPERIENCE AND KNOWLEDGE	
YEARS OF EXPERIENCE	TYPE OF EXPERIENCE
At least Five Years	<ul style="list-style-type: none"> • Relevant experience at a middle management level; and • Have proven successful institutional transformation within public or private sector
ADDED ADVANTAGE	<ul style="list-style-type: none"> • Registered Chartered Accountant; • Membership of IMFO or equivalent professional bodies
KNOWLEDGE	TYPE OF KNOWLEDGE
	<ul style="list-style-type: none"> • Advanced understanding of institutional governance systems and performance management; • Audit and risk management establishment and functionality; • Budget and finance management; and • Must be able to compile credible financial statements and asset register. • 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;

	<ul style="list-style-type: none"> • 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.
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • Administratively in charge of the budget and treasury office; • Shall assist the Accounting Officer on the exercise of powers and duties assigned to the accounting officer in terms of the MFMA and other prescripts; • Shall assist the Accounting Officer in the administration of the municipality's bank accounts and the preparation and implementation of the municipality's budget; • Shall advise Senior Managers and other senior officials in the exercise of powers and duties assigned to them in terms of section 78 or delegated to them in terms of section 79 of the MFMA; • Shall be responsible for performance of budgeting, accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management, review and other duties as may in terms of Section 79 of the MFMA be delegated by the Accounting Office to the Chief Financial Officer, • Shall execute any other related function delegated by the Accounting Officer. 	

APPLICATIONS AND CONDITIONS OF APPOINTMENT

1. Applicants must download and fill in an Application Form (Annexure C) available on the Municipal website at www.mantsopa.fs.gov.za which is also accessible on www.gpwonline.co.za or directly from the Government Notice No. 21 of 17 January 2014 (Annexure C). No Applications will be considered if it is not on the Official Application Form. The application form must be accompanied by detailed CV with contactable references, recently certified original copies of qualifications, Identity document, driver's licence and covering letter depicting the reference number of the post applied for and enclosed in an envelope clearly marked "**Application for the post: Municipal Manager or Chief Financial Officer**". Faxed and e-mailed applications will not be considered;
2. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof.
3. Recommended candidates 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;
4. Short-listed candidate will be subjected to reference checks, criminal record check and signing of indemnity forms;
5. The successful candidate will be required to sign an Employment Contract on or before assumption of duty, a Performance Agreement within 60 days of appointment and the necessary Disclosure of Financial Interest Forms as well as undergoing the necessary Security Vetting Processes;
6. The incumbent will be stationed at Mantsopa Local Municipality's head office situated in Ladybrand, but may be deployed anywhere within the municipality depending on the operational requirements;

7. Due to the large number of applicants, correspondence will be limited to the short-listed 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.
8. The successful candidates will be reporting directly to the Mayor and Accounting Officer respectively;
9. The municipality reserves the right not to appoint any applicant to this position;
10. Faxed or e-mailed applications will not be accepted;
11. A candidate who canvasses for preference will be disqualified.

Application forms must be forwarded to the Office of the Municipal Manager, Mantsopa Local Municipality, P.O Box 64, Ladybrand, 9745, Hand delivered applications may be submitted to our HR Office at No. 38 Joubert Street, Ladybrand, 9745.

CLOSING DATE FOR APPLICATIONS: FRIDAY, 11 JUNE 2021.

Administrative enquiries for the position of Municipal Manager should be directed to: The Mayor, Councillor Me Tsoene at (051) 924 0654 during office hours.

Administrative enquiries for the position of Chief Financial Officer should be directed to: Manager: Organisational Performance Management in the Office of the Municipal Manager, Mr Dumile Nana at (051) 924 0654 during office hours.

Issued by the Mayor, **Cllr M.E Tsoene**