



MAKANA
MUNICIPALITY | EASTERN CAPE
...a great place to be



200 YEARS
reflect and imagine
...the making of a great place to be

Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned vacancy based in Grahamstown. The Makana Municipality is an equal opportunity and Affirmative Action Employer.

VACANCIES/ IMISEBENZI/BETREKKINGS
EXTERNAL POSITION

Applicants who comply with the requirements for this post, possess the necessary integrity and an excellent track record; are invited to apply for the Chief Financial Officer position (Five (5) year Performance-Based contract appointment in terms of Section 56 of the Municipal Systems Act.)

POST 1: 1 X CHIEF FINANCIAL OFFICER

REMUNERATION: Minimum R884 770 per annum – Mid-point – R1 022 855 per annum and Maximum R1 160 941 per annum

(This is in line with the upper limit of the annual total Remuneration packages of Managers directly accountable to Municipal Managers)

MINIMUM QUALIFICATION AND EXPERIENCE: A B.Com Degree or equivalent in Accounting and / or Financial management at NQF level 7. A valid driver's license are required. At least 5 years' experience at middle management and reporting directly to a Senior Manager level preferably within local government. High level of Computer Literacy.

ADDED ADVANTAGE: Registration with a relevant professional body will be an added advantage. A Certificate Programme in Management Development for Municipal Finance (CPMD). Incumbents who do not possess the CPMD will be given eighteen (18) months to attain the requirement.

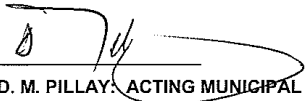
COMPETENCE / SKILLS REQUIRED: Leadership, Analytical ability, Managerial experience, Strategic Leadership and Management Skills, Strategic Financial Management, Operational Financial Management, Governance, ethics and values in Financial and Performance Reporting, Legislation, Policy and Implementation, Supply Chain Management, Audit and Assurance, Audit and Risk Management Experience, Programme and Programme Management, Change Management, Stakeholders Relations.

KEY PERFORMANCE AREAS: Reporting directly to the Accounting Officer on Strategic Financial Management issues. Provide adequate Financial Management Advice to the Council, the Accounting Officer as well as the Executive Management Team. Effectively and efficiently implement and manage the financial system. Develop and Implement Key Strategies / Business Plans to ensure effective implementation and management of systems, processes, procedures and control relating to Supply Chain Management, Reporting, Prepare Annual Financial Statements and other mandatory Financial Management Reports. Perform duties and functions delegated to the Chief Financial Officer by the Municipal Finance Management Act and as delegated by Council and / or the Accounting Officer. Ensure Legislative, Regulatory, Policy, Practices and Standards compliance. Implement effective processes, support and coordination for the compilation of the Integrated Development Plan, Budget and Service Delivery and Budget Implementation Plan. Strategically engage with Auditors and provide appropriate and timely responses to audit queries. Be responsible for the execution and timely delivery of departmental outputs as outlined in the departmental SDBIP and CFO's Performance Contract, Facilitate stakeholder participation and involvement.

NOTE: All applications must be made on the Official Application form for Senior Managers that can be downloaded on our website www.makana.gov.za/residents/download-form accompanied by a comprehensive CV together with certified copies of Identity document, qualifications, driver's licence and other documents such as e-mail addresses of three references from current and previous employers. Shortlisted applicants will be screened for criminal records and or any pending criminal cases. Competency Assessments and security vetting will be done on all

shortlisted candidates. The successful candidate will be required to disclose all financial interests, sign an employment contract and a yearly performance agreement. Canvassing of Councillors and Officials will automatically disqualify any application. All applications must be **fully completed in an official application form as available from the municipal website or the Human Resources Department**. Failure to comply with the above will result in disqualifying your application. All applications form may be delivered to **The Office of the Municipal Manager, 86 High Street, Makana Municipality City Hall, Grahamstown 6139** for the attention of The Acting Municipal Manager or posted to, **P.O Box 176, Grahamstown, 6140**. **ONLY** hard-copy applications will be considered. **NO** electronic or faxed applications will be accepted. Enquiries may be directed to The Human Resources Manager (Mr. Xolela Kalashe) at 046 603 6103 or email to: xkalashe@makana.gov.za.

CLOSING DATE: 28 JUNE 2018


MR. D. M. PILLAY, ACTING MUNICIPAL MANAGER