



Bela-Bela Local Municipality invites applications from suitably qualified candidates to fill vacant positions within its establishment.

**BUDGET & TREASURY DEPARTMENT
Deputy Chief Financial Officer**

Fixed Term: Five Years Performance Based Contract

Salary: An all-inclusive negotiable remuneration package, in line with the successful candidate's experience and expertise

Requirements: Grade 12 plus B-Com in Accounting plus a minimum competency requirement certificate attained in accordance with Municipal Regulations on Minimum Competency requirements. Minimum 5 years applicable experience of which 3 years must be at middle management level. Registration with a Professional body will be an added advantage. A valid Code B driver's license. **No criminal record.**

Knowledge: Must have good strategic planning and organising skills. Must have Strong Management Skills. Excellent knowledge of Public Sector Accounting & Auditing Standards. Knowledge of finance, accounting, budgeting. Cost control principles including Generally Accepted Accounting Principles. Knowledge of financial and accounting software applications. Ability to analyse financial data and prepare financial reports, statements and projections. Comprehensive financial management skills. Good interpersonal skills. Practices and knowledge of administrative and management principle.

Key Performance Area: To support financial management functions such as strategic planning, budgeting, supply chain management, asset management, accounting and financial reporting, and revenue management. To develop and maintain sound financial policies and financial procedures that promote transparency and accountability based on general recognised accounting practices. Responsible for the preparation of financial statements in accordance with the GRAP. To develop and effective system of debt management and revenue collection for the Municipality. Preparing multi-year revenue and expenditure forecasts, strategic plans, budgets and estimates; and advising the impact thereof on service delivery, performance and the financial position of the Municipality

Notice No: 61/20

Divisional Manager Expenditure (Post Level 1)

Duration: Permanent

Salary: R 572,758.04 per annum excluding benefits

Requirements: Grade 12 plus B Degree in Accounting plus a minimum competency requirement certificate attained in accordance with Municipal Regulations on Minimum Competency requirements. Minimum of 5 years relevant experience of which 3 years must be in Payroll and Creditors in a senior capacity. A valid Code B driver's license. **No Criminal Record**

Knowledge: Must have sound knowledge of the Municipal Finance Management Act (MFMA). Must have Strong Management Skills. Good communication skills and Conflict management skills.

Key Performance Area: Analysing and verifying transactional records. Reconciling creditors control and salary control votes. Activating electronic payment sequences authorizing banks to transfer payments. Maintaining and updating records regarding salaries and creditors. Providing support with regards to the consolidation of expenditure transactional information to facilitate the preparation of Financial Statements. Providing guidance to personnel on application of procedures. Implementing remedial measures/ corrective action to align performance and output against agreed standards; Performs bank reconciliations, creditor's reconciliation, accounts payable transactions, monthly expenditure allocations. Reviews general ledger on a monthly basis to ensure accuracy of posting. Oversee the processing of requisition, ordering and invoicing processes and verification of source documentation accompanying these processes. Managing the interface between the Municipal accounting and payroll systems and certifying the validity of payments and payrolls to be processed. Verification of suppliers banking details captured on the accounting system. Preparation of expenditure reports for purposes of Section 71 & 52 reporting. Preparation of all monthly VAT transactions and Reports.

Notice No: 62/20

**Municipal Finance Management Internship Programme (MFMP) (3 x Position)
(Two-year contract)**

Salary: R100 000 per annum (All-inclusive remuneration package)

Notice Number:

Requirements: A Grade 12 plus Bachelor's Degree/National Diploma in Accounting, Finance or Auditing. Must Computer Literate. The candidates must be between the ages of 21 and 35 years.

Knowledge & Skills: Good Communication and Analytical Skills. Must have good interpersonal relations.

Key performance areas: Meet specific learning outcomes as set out in the National Treasury's Finance Intern Skills Development Program. Gain an understanding of the relevant legislation applicable to a municipality. Gain and implementing an understanding of financial regulations emanating from the National Treasury. Perform duties, prepare and implement uniform norms and standards in the following sections. Income, Expenditure, Budget Office, Supply Chain Management and other sections in the Finance Department. Perform other general office duties as fairly requested from time to time.

Notice No: 63/20

Accountant Supply Chain Management (Post Level 4)

Duration: Permanent

Salary: R 362 086.26 per annum excluding benefits

Requirements: Grade 12 plus National Diploma in Accounting, Supply Chain requirements. Minimum 2 years applicable experience. A valid Code B driver's license. **No criminal record.**

Knowledge: Must have sound knowledge of local government finance, MFMA, GRAP Standards and other applicable legislation. Good interpersonal skills. Good report writing and supervisory skills.

Key Performance Area: Compile SCM related reports to council and to the relevant treasury. Manage contract amendments and variations including scope variations, extension of contract periods and renewal. Monitoring the validity of tenders received. Drafting letters of intention to award, acceptance and regret. Compile bid documents. Close bids and conduct pre-screening exercise. Ensuring that all documentation relating to specification and tenders are prepared and submitted timeously to the various parties for consideration. Administer implementation of council's approved SCM policies and procedures to procurement and stock control as well as review of policies and procedures. Provide coordination between activities of the procurement of stock and the control over existing stock. Keep and maintain proper assets register and ensuring that it is in line with GAMAP/GRAP requirements. Maintain a proper supplier's database.

Notice No: 64/20

**OFFICE OF THE MUNICIPAL MANAGER
MANAGER LEGAL SERVICES**

Fixed Term: Five Years Performance Based Contract

Salary: An all-inclusive negotiable remuneration package, in line with the successful candidate's experience and expertise

Requirements: Grade 12 plus LLB or equivalent Legal Qualification plus a minimum competency requirement certificate attained in accordance with Municipal Regulations on Minimum Competency requirements. Minimum of 5 years relevant experience of which 3 years must be in law in a senior capacity. A valid Code B driver's license. **No Criminal Record**

Knowledge: Solution-focus with strong analytical, attention to detail and connective thinking skills.

Able to identify and mitigate legal risks. Excellent written and verbal communication, influencing, facilitation, negotiation and presentation skills. Practical and extensive knowledge of local government legislation such as the Municipal Finance Management Act, Treasury Regulations, relevant prescripts, sound statutory and by-law drafting skills. Advanced knowledge and understanding of Local government policies, legislation, institutional governance systems, Performance management systems, Council operations and Delegation of powers.

Key Performance Area: Provide legal advice and guidance to the Municipal Council, Mayor and Municipal Manager. Provide the Municipality advice on all Labour Matters. Handle all legal matters arising from Departments. Represent Employer at SALGBC and CCM. Manage all Legal Risk. Conduct Preliminary investigations. Monitor and ensure Legal Compliance. Act as initiator during Disciplinary Tribunals. Manage council's contractual obligations and ensure legal compliance. Management. Ensure Compliance with Labour Laws. Manage Litigations for and against Municipality. Referring litigation matters to the appointed panel of attorneys and coordinating the reporting of external attorneys. Compile monthly and quarterly reports to Council.

Notice No: 72/20

Bela-Bela Local Municipality has a firm commitment to the advancement of designated groups, including women and the disabled. If you meet the requirement, forward completed application form obtainable at the municipal records office and website (www.belabela.gov.za), CVs and supporting documents to the **Municipal Manager, Private Bag x 1609, Bela-Bela, 0480 / email to recruitment@belabela.gov.za**. For further information please contact Human Resources Office on 014 736 8000/8084/8078. Should candidates not be notified of the outcome of their applications within ninety days of the closing date, please consider your application unsuccessful, correspondence will be limited to shortlisted candidates only. The Municipality reserves the right not to fill the positions. Further note that all shortlisted applicants will be subjected to security vetting and information verification.

CLOSING DATE: 20 November 2020

**MAKHUBELA SM
MUNICIPAL MANAGER**