



Bela-Bela Local Municipality invites suitably qualified candidates to apply for the following position:

**Chief Financial Officer**

This is a permanent position in line with the Local Government: Municipal Systems Amendment Act, 2022 (Act No. 3 of 2022).

**TOTAL REMUNERATION PACKAGE: R 907 864 (Min) – R 1, 037 559 (Mid) –  
R 1,150 465 (Max) per annum  
Notice No: 7/23**

*(Total remuneration package will be paid as per the applicable Determinations on Upper Limits. The offer of remuneration will be determined by competencies, qualifications, and experience read together with the guidelines as set out in Notice 2760 published in Gazette No. 47538 dated 18 November 2022.*

**REQUIREMENTS:**

The applicant must have a Grade 12 plus Bachelor of Commerce Degree in Accounting, Finance, Economics or equivalent. Must have acquired minimum competency levels as prescribed by the Minimum Competency Regulations, 2007 issued in terms of the Local Government Municipal Finance Management Act, as published under Government Notice No.493 in Government Gazette No.299567 of 15 June 2007. Should the applicant not have the Minimum Competency requirements, he or she will be expected to complete such competency requirements within 18 months. Minimum of 5 years relevant experience in a middle management position.

The applicant must be computer literate and have a code EB driver's license and his/her roadworthy vehicle.

**KNOWLEDGE AND COMPETENCIES:**

Good knowledge and understanding of relevant policy and legislation. Good understanding of institutional governance systems and performance management. Good knowledge of MFMA, GRAP & GAMAP, Treasury Regulations, DORA, and Supply Chain Management is essential. Extensive knowledge of Local Government Legislation, Policy Regulations, Standards, and Procedures including provisions of the Municipal Finance Management Act.

**The incumbent must have the following Leading and Core Competencies as per the Government Gazette No. 37245 dated 17 January 2014:** Strategic Leadership and Management; Strategic Financial Management; Operational Financial Management; Governance, Ethics and Values in Financial Management; Financial and Performance Reporting; Risk and Change Management; Project Management; Legislation, Policy and Implementation; Stakeholder relations; Supply Chain Management; Audit and Assurance.

**KEY PERFORMANCE AREAS:**

The successful candidate will be responsible and accountable for the following: Manage staff within the department. departmental and organizational objectives. Develop and continuously evaluate short- and long-term strategic financial objectives of the Municipality; Ensure that financial target and budget implementation are fully consistent with Municipality's Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP), and relevant agreements with other sector departments. Ensure credibility of financial reporting by providing timely analysis of budget; Meet reporting requirements in terms of financial legislation such as MFMA, Treasury Regulations, and DORA; Monitor financial risk and implement an anti-fraud and corruption strategy in collaboration with the Risk Management Unit. Ensure effective management of assets and liabilities. Ensure sound management of debtors and credit control processes. Sound and effective management of Supply Chain Management. Compile budget estimates, including the adjustment budget. Give inputs and support towards the preparation of IDP and SDBIPs to ensure alignment and efficient performance. Formulate creative solutions to enhance cost-effectiveness and efficiency in the delivery of services and administration of the Municipality. Assist and support the Accounting Officer with the roles and responsibilities delegated to the Chief Financial Officer; perform any other related functions as requested by the Municipal Manager.

### Senior Manager Corporate Services

This is a permanent position in line with the Local Government: Municipal Systems Amendment Act, 2022 (Act No. 3 of 2022).

**TOTAL REMUNERATION PACKAGE: R 907 864 (Min) – R 1, 037 559 (Mid) –  
R 1, 150 465 (Max) per annum**

Notice No: 6/23

*(Total remuneration package will be paid as per the applicable Determinations on Upper Limits.*

*The offer of remuneration will be determined by competencies, qualifications, and experience read together with the guidelines as set out in Notice 2760 published in Gazette No. 47538 dated 18 November 2022.*

#### **REQUIREMENTS:**

An applicant must have a Grade 12 plus Bachelor's Degree in Public Administration/ Management Science/ Law/ or equivalent qualification. The candidate should have acquired minimum competency levels as prescribed by the Minimum Competency Regulations, 2007. Should the applicant not have the Minimum Competency requirements, he or she will be expected to complete such competency requirements within 18 months. Minimum of 5 years relevant experience in a middle management position. The candidate must have proven successful management experience in administration. The applicant must be computer literate and have a code EB driver's license and his/her roadworthy vehicle.

#### **KNOWLEDGE AND COMPETENCIES:**

Good knowledge and understanding of relevant policy and legislation; Good knowledge and understanding of institutional governance systems and performance management; Good knowledge of corporate support services including human capital management, legal services, facilities management, information communications technology, and council support. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) Good governance, Labour Relations Act, and other Labour-related prescripts; Legal background and human capital management and knowledge and coordination and oversight of all specialized support functions.

**The incumbent must have the following Leading and Core Competencies as per the Government Gazette No. 37245 dated 17 January 2014:** Customer management, Ethics, Integrity, and professionalism. Impact influence. Governance and risk management, services delivery. Critical thinking. Financial management, knowledge, and information management. Negotiations and conflict resolutions.

#### **KEY PERFORMANCE AREAS:**

The successful candidate will be responsible and accountable for the following: Lead and manage personnel within the department, and implement the departmental and organizational objectives. Manage, direct, and control key deliverables and outcomes associated with the department. Develop short and long-term strategic plans for the department. Implement Corporate Services Projects. Manage departmental budget, systems, resources, and services rendered by the department. Manage the Human Resources Management, Legal Services, Information Communication Technology, Council Administration, Cleaning Services and Records divisions. Advise Management and Council on administrative matters. Provide strategic support and oversee the provision of support services to Political Office Bearers and other units within the Municipality. Liaise with internal and external stakeholders. Submit reports to Council and other stakeholders through the Office of the Municipal Manager. Facilitate stakeholder participation and involvement. Ensure legislative, regulatory, policy, practices, and operating standards compliance. Bela-Bela Local Municipality is an equal opportunity affirmative action employer. The Municipality intends to promote employment equity through the filling of this position.

**The Municipality reserves the right not to fill the advertised position.**

Applications should be submitted on an official application form obtainable from the Municipal Website [www.belabela.gov.za/](http://www.belabela.gov.za/) or Bela-Bela Local Municipality offices and must be accompanied by a comprehensive curriculum vitae, certified copies of academic qualifications, Identity Document and Driver's License. Short-listed

candidates will be required to produce original copies of qualifications and identity documents on or before the appointment.

***NB: The successful candidate will be subjected to security vetting, required to submit a disclosure of financial interest, and be expected to sign an employment contract and performance agreement. Recommended candidates will be subjected to a competency assessment test.***

Correspondences will only be entered into with short-listed candidates. Applicants will be penalized for canvassing

Please forward all applications to: The Municipal Manager, Bela-Bela Local Municipality, Private Bag X1609, Bela-Bela 0480, or applications may be hand delivered at the Municipal Offices, Main Building, Records Office (1<sup>st</sup> Floor) 57 Chris Hani Drive, Bela-Bela. Faxed or e-mailed applications will not be considered.

Enquiries must be directed to Ms. MN Ramolobeng at 014 736 8000 during office hours.

**Closing date: 03 March 2023, 16H00.**



**MR. RAMAGAGA T.G  
MUNICIPAL MANAGER**