



**Physical Address:** No. 01 Seller Street | Nqanqarhu | 5480

**Postal Address:** P.O. Box 1 | Nqanqarhu | 5480

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30 October 2022

**ELUNDINI LOCAL MUNICIPALITY**  
**EXTERNAL RE-ADVERTISEMENT**

**NOTICE NO. 03/2022-2023**

The Elundini Local Municipality, a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from suitably qualified, experienced and committed candidates to the following positions:

**DURATION:** The appointment to the following positions will be made on a permanent basis in terms of Section 56 of the Local Government: Municipal Systems Amended Act No. 32 of 2000 (as amended), as Regulations, 2006 and the Local Government Municipal Finance Management Act No 56 of 2003 and Municipal Regulations on minimum competency Levels 2007.

**REMUNERATION:** The annual total remuneration package payable for the position will be in line with Local Government : Upper limits of total remuneration packages payable to municipal managers and managers directly accountable to municipal managers (Government Notice No.351 of 20 March 2020) prescribed for a category 2 municipality.

**1. VACANCY: CHIEF FINANCIAL OFFICER (REF NO. ELM/CFO/2022)**

**MINIMUM REQUIREMENTS**

- Grade 12 or Matric Certificate
- Bachelor's Degree in Accounting/Financial Management or a relevant qualification registered on a National Qualifications Framework at a NQF Level 7 with a minimum of 360 credits from a recognised tertiary institution.
- A postgraduate qualification in the same field will be an added advantage
- A certificate in the Required Minimum Competency Level in Unit Standards as prescribed in the National Treasury: Local Government Municipal Regulations on Minimum Competency Levels

If you are aware of any instances of fraud or corruption in the municipality, report anonymously to:  
Freecall: 0800 117844 | SMS 32840 | Email: elundini@tip-offs.com | Freepost: KZN138 Umhlanga Rocks 4320

(Government Notice No. R493 of 15 June 2007). Candidates who have not attained the aforesaid certificate will be required to attain it within 18 months from the date of appointment.

- A minimum of 5 years' work experience at middle management level preferably within a municipal environment.
- Advanced and practical knowledge of the Local Government financial environment and administration
- A broad understanding of municipal finance management, including the MFMA, Treasury Regulations, Supply Chain Management
- Working experience in GAAP, GRAP and other related legislation.
- Experience in implementing and operating a MSCOA general ledger.
- Completed articles of clerkship with a reputable accounting/ audit institution will be a strong recommendation.
- A valid motor vehicle driving licence is essential.

### **KEY PERFORMANCE AREAS**

The Chief Financial Officer **as a Senior Manager** will be responsible and accountable for all operations of the Budget and Treasury Directorate in compliance with the relevant legislative requirements and as designated by the Accounting Officer **will be required to, *inter alia***;

- Strategically lead, manage and perform duties of the directorate by developing and implementing departmental objectives, policies, procedures, systems, controls and monitoring and reporting mechanisms as delegated by the Accounting Officer to the CFO;
- Ensure that financial targets and budget implementation are fully consistent with Municipality's IDP, SDBIP and relevant agreements with other sector departments
- Ensure effective and efficient management and control of municipal bank accounts and investments
- Ensure credibility of finance reporting by providing timely analysis of budgets
- Maintain appropriate financial records, financial and statutory reports, ensuring compliance with financial regulations and standards such as the MFMA, Treasury Regulations and DORA
- Produce accurate annual financial statements by agreed deadlines and in accordance with legislation and accepted accounting procedures;
- Monitor financial risks and implement an anti-fraud and corruption strategy in collaboration with the municipality's Risk Management Unit
- Ensure effective management of assets and liabilities
- Maximise revenue potential and 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 input and support towards preparation of IDP and SDBIPs to ensure alignment and efficient performance

- Develop tools and systems to provide financial and operational information to Management and Council
- Formulate creative solutions to enhance cost-effectiveness and efficiency in the delivery of services and administration of the Municipality
- As CFO, ensure municipal financial viability through management and monitoring of all income and expenditure of the Municipality, safeguarding all assets, discharging liabilities of the Municipality, and proper and diligent compliance with Municipal Finance Management Act and other prescripts
- Assist and support the Accounting Officer with the roles and responsibilities delegated to the Chief Financial Officer.

### **KEY COMPETENCIES REQUIRED FROM THE APPLICANTS**

- Ability through a proven track record to craft and successfully execute a departmental strategy in line with the objectives of the broader organisation.
- Proven attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient services.
- Ability to effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.
- Ability to maintain the high-quality standards while achieving desired outcomes and results.
- Ability to communicate and negotiate at all levels and with all stakeholders in government, civil society and in corporate.
- Ability to lead and successfully implement projects and programmes.

Elundini Local Municipality Council is committed to the provisions of the Employment Equity Act, Act No.55 of 1998 for the advancement of previously disadvantaged and disabled people. Elundini Local Municipality reserves the right not to appoint any applicant to the said vacancy after the advertisement thereof. Correspondence will only be entered with the shortlisted candidates. If you have not heard from us within 03 months of the closing date, regard your application as unsuccessful. The Council nevertheless appreciates the interest shown by all applicants.

Interested persons should fill the application form applicable to Senior Managers that is available at the Municipal offices and website together with a comprehensive Curriculum Vitae and certified copies of qualification, identity document and valid driver's license, must be addressed to: **The Municipal Manager, Elundini Local Municipality, No.1 Seller Street, P.O. Box 1, Nqanqarhu, 5480 and should reach the aforementioned by not later than 16:00 on the 18<sup>th</sup> November 2022.**

Failure to attach the required documents will disqualify your application. Canvassing of Councillors is not permitted and proof thereof will result in disqualification. No faxed or e-mailed applications will be considered.

Appointment will be subject to appropriate competency assessment, reference and qualification checks as well as security vetting in line with the Regulations. Successful candidates will be expected to sign a Performance Agreement and to disclose financial interests.

**For enquiries you can contact the Municipal Manager Mr. J.T Mdeni at (045) 932 8107/6 during office hours**