

PHYSICAL ADDRESS
PORT ST. JOHNS LOCAL MUNICIPALITY
ERF 257 MAIN ROAD
PORT ST. JOHN'S

POSTAL ADDRESS:
P.O. BOX 2
PORT ST. JOHN'S
5120



TEL: 047 564 1206
047 564 6700

FAX: 047 564 1206

www.psjmunicipality.gov.za
info@psjmunicipality.gov.za

EXTERNAL ADVERTISEMENT FOR VACANCIES

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

GENERIC REQUIREMENTS FOR FILLING SENIOR MANAGER'S POST

N.B. Appointments of senior Manager will made in terms of Local Government: Regulations on the Appointment and Conditions of Senior Managers Government Gazette No: 32245 of 17 January 2014, Upper limits of Total Remuneration packages payable to Municipal Managers directly accountable to the Municipal Managers and Managers directly, Government Gazette No 32238 of 18 November 2022 as well Circular No 24 of 2022 Local Government: Municipal Systems Amendment Act 2022, Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Manager, Government Gazette No: 29089 of 1 August 2006 and Local Government: Municipal Regulations on minimum competency levels, Government Gazette No: 29967 of 15 Competency levels, Government Gazette No: 29967 of 15 June 2007.

POST
DEPARTMENT
TYPE OF EMPLOYMENT
REMUNERATION

: CHIEF FINANCIAL OFFICER
: BUDGET AND REPORTING DEPARTMENT
: PERMANENT

: Total remuneration for Senior Managers: Minimum R 913 969.00, Mid-point R 1 026 923.00, Maximum R 1 123 501.00 per annum (all-inclusive) as per the Government Gazette on Upper limits applicable to Senior Managers for 2023/2024 financial year subject to compliance with the latest government Gazette.

JOB PURPOSE

Planning, leading and directing the key performance and results indicators associated with the budget and treasury department through the development and implementation of laid down financial policies, procedures and plans dictating financial reporting and recording requirements, compiling financial statement and execution of budget, providing inputs into longer term objective setting and financial planning sequences and directing and executing accounting procedures and processes associated with controlling creditor or debtor accounts, investments and fixed assets or debt administration encompassed within the Municipal Financial Management Act (MFMA), IDP and business plan of the municipality

MINIMUM REQUIREMENTS

- Grade 12.
- Bachelor Degree in Financial Accounting / or equivalent or equivalent NQF level 07 qualification.
- Minimum of five (05) years proven experience in a Middle Management level position in Local Government Financial environment or any financial environment,
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum Competency Regulation of 2007 will be an added advantage.
- CA (SA) will be an added advantage performing duties of CFO as outlined in sec. 81 of MFMA and other relevant pieces of legislation .



Port St. John's Local Municipality

- A valid driver's license

KEY PERFORMANCE AREAS (KPA'S)

- Reporting directly to the Municipal Manager, the post operates at a Strategic level and provides strategic support to the business functions within Port St Johns Local Municipality with the focus being:
 - Identifies and defines the short, medium to long term objectives and priorities of the department and capsulating procurement expenditure, income and remuneration control functionalities by:-
 - Directing and controlling key performance indicators and outcomes of personnel within the department.
 - Direct the implementation of specific financial procedures, systems and controls associated with key functional areas embodied in the departments structure.
 - Plans and manages applications and sequences associated with recording, authorisation and execution of expenditure transactions.
 - Manages the execution of specific sequence associated with controlling investments allocated to specific call accountants.
 - Manages applications and sequences associated with monitoring adjustment and updating of municipals debtor related transactions and accounts
 - Planning budgeting and management of the department responsible for personal administration and management, submit regular reports to the Municipal Manager,

KNOWLEDGE REQUIRED

- Good knowledge and understanding of relevant policy and legislation.
- Good knowledge and understanding of institutional governance system, and performance management
- Understanding of council operations and delegation of powers, as well as added advantage registration with South African Institute of Chartered Accountants or similar recognised professional body.
- Good governance audit and risk management establishment and functionality budget and finance management.

MINIMUM COMPETENCY LEVELS:

- Core managerial and Occupational Competencies as prescribed in the performance regulations.
- Financial and supply Chain Management competency areas.
- Strategic Leadership, strategic financial management.
- Operation Financial Management. Governance leadership, 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.

Applications (for Senior Manager positions) must be submitted on an official application form for Senior Managers. All applications should be accompanied by detailed curriculum vitae (CV), certified copies of qualifications and must be submitted for the attention of the Corporate Services Senior Department to the following address/es: Port St Johns Local Municipality, PO BOX 2, Port St Johns 5120 or hand delivered to ERF ,257 Main Street, Port St Johns or email to recruitment.cfo@psjmunipality.gov.za

Enquiries relating to the above should be directed to: Human Resources Manager: Ms. L. Majozini at Telephone 047 564 6700



Port St. John's Local Municipality

Furthermore, note that it is a legislative requirement that applications must be submitted in the prescribed "Application form" available from the municipality and failure to complete the form will result in a disqualification of your application as per Local Government Regulations of 2014. (Read Regulation 11(1), (2) and (3) in this regard.

N.B. In the case the Municipality is unable to find suitable candidates it reserves the right not to continue with the Selection process and to re-advertise the position.

Shortlisted candidates will have to undergo screening, and the necessary reference check will be done.

Applicants with foreign acquired qualification need to submit (South African Qualifications Authority) SAQA verification letter for their qualifications on application.

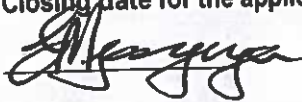
Candidates recommended for appointment will have to undergo a competency assessment and testing.

The Municipality is an equal opportunity employer and therefore people from previously disadvantaged groups (women and disabled) are encouraged to apply.

In order to obtain the required prescribed form applicants must visit regulations on appointment of senior manager: to download the application form as Port St Johns currently having technical problems on its website or ask HR Office to assist you with this form.

In order to obtain the required prescribed employment application form applicants must visit the Municipal website: www.psjmunicipality.gov.za in order to download the employment application form for Senior Managers.

Closing date for the applications: 06 MAY 2025



E. Mzayiya

ACTING MUNICIPAL MANAGER

