



PHUMELELA LOCAL MUNICIPALITY

Phumelela Local Municipality, with its seat in Vrede in the Free State Province, subscribes to the principles of the Employment Equity Act, and invites suitable candidates to apply for the following positions.

CHIEF FINANCIAL OFFICER

DEPARTMENT: FINANCE

SALARY: An all-inclusive market-related package is negotiable.

DURATION: Appointment of this position is on a five-year fixed-term contract and is subject to satisfactory performance on annual basis.

REQUIREMENTS: ♦ At least NQF Level 6 qualifications in Accounting, Finance or Economics OR certificate in Municipal Financial Management. ♦ At least five (5) years experience at middle management. ♦ Experience in Financial Management will be considered. ♦ Skills in Financial Management will be considered. ♦ Knowledge of Municipal Legislation will be tested, especially the DORA and Municipal Finance Management Act. ♦ The candidate should display qualities of a shrewd financial negotiator.

KEY PERFORMANCE AREAS: ♦ Design and implement a financial management strategy. ♦ Prepare financial statements for Council. ♦ Prepare the Council Budget and monitor the spending pattern. ♦ Advise the Accounting Officer on the exercise of powers and duties assigned to the Accounting Officer in terms of the MFMA. ♦ Assist Municipal Manager in administering the Municipality's bank accounts. ♦ Advise Senior Managers on financial matters. ♦ Manage and implement proper controls and sound book-keeping system. ♦ Ensure compliance with all Council's policies on financial matters. ♦ The Chief Financial Officer is accountable to the Municipal Manager.

DIRECTOR CORPORATE SERVICES

DEPARTMENT: CORPORATE SERVICES

SALARY: An all-inclusive market-related package is negotiable.

DURATION: Appointment of this position is on a five-year fixed-term contract and is subject to satisfactory performance on annual basis.

REQUIREMENTS: ♦ At least NQF Level 6 qualifications or equivalent qualification in Human Resource Management. ♦ CPMD or ELMDP qualification will be an added advantage. ♦ Five (5) or more years experience in a managerial position in Human Resource Management, Administration and Labour Relations. ♦ Sound knowledge of Local Government legislation as it relates to Human Resources (Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, etc.). ♦ Understanding of the IT system within the Corporate Services Department. ♦ Sound leadership qualities and ethical practice. ♦ Must be able to interpret MFMA and other legislation applicable to Local Government sector. ♦ Computer literacy.

KEY PERFORMANCE AREAS: ♦ Formulation of HR policies. ♦ Safe-keeping of Council records. ♦ Proper implementation of Municipality's conditions of service. ♦ Information communication and technology management. ♦ Formulation of organisational structure and recruitment of personnel. ♦ Ensuring compliance with HR-related legislation like Employment Equity, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, as well as Occupational Health and Safety Act. ♦ Timeous reporting to the Municipal Manager. ♦ General supervision, control and efficiency of the Corporate Services Department.

CLOSING DATE: 10 SEPTEMBER 2012

Please note: Phumelela Local Municipality is committed to the Employment Equity Act.

1. Fraudulent qualifications, information or documents will disqualify any applicant.
2. Canvassing is prohibited and will disqualify any applicant.
3. Faxes and e-mails are not acceptable.
4. Applicants who have not been contacted within 90 days after the closing date should accept that their applications were unsuccessful.

Application with comprehensive CVs and certified copies of qualifications should be forwarded to: **Municipal Manager, Phumelela Local Municipality, Private Bag X5, VREDE, 9835 OR** handed in at the **Office No. 52 Kuhn Street, VREDE.**

ENQUIRIES: The Municipal Manager at Tel. No. 058-913 8314

MR. T. M. MOREMI - MUNICIPAL MANAGER

Iniswa Promotions - 012-548 5800 / 4768