

Blouberg Municipality



P.O. Box 1593
SENWABARWANA 0790
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BLOUBERG MUNICIPALITY hereby invites suitably qualified persons to apply for the following vacant positions: Suitable female candidates are encouraged to apply.

Senior Manager: Corporate Services

Salary Negotiable

Employment Term: 5 years Fixed – Term Performance Based Contract

Qualification: An appropriate Degree/Diploma in Law/ Public Administration. A post graduate degree will be an added advantage. Computer Literacy and drivers' license. At least five years managerial experience in the public sector and/or in local government.

Competency requirements: Must meet competency requirements prescribed in terms of the Local Government Municipal Finance Act, 2003:

Municipal Regulations on minimum competency Levels for Accounting Officers, Senior Managers, Finance Officials, and other officials Responsible for supply Chain Management of Municipality and Municipal Entities.

KPA: The successful incumbent will report directly to the Municipal Manager. Responsible for Corporate Services which include management of Human Resource; Information Technology; Communication; Council Support & Public Participation; and Auxiliary Services. Annually develop and implement the departmental Budget and Service Delivery and Budget Implementation Plan; Ensure development of appropriate strategies, policies and plans for the Department; Ensure compliance with legislation relating to Corporate Services.

1 X Expenditure Officer

Basic Salary: R 195 189.67– R 235 151.13

Qualification: Grade 12, Bachelors Degree or Diploma in Accounting or equivalent qualifications and driver's license.

Requirements: The candidate must have knowledge of local authority operations and systems (e.g. Payday and Venus Financial System) must be able to understand, interpret and implement legislation, Acts and Accounting Standards. Creativity in using Excel Spreadsheets and PowerPoint. The candidates must have passion for Municipal Finance. **KPA:** Coordinates and controls sequences associated with the verification and provision of information related to expenditure, Processing payments and preparation of cash books, maintaining creditors account, attending to auditors queries, maintaining financial records according to MFMA, monitors cash flow balances and recommends cash transfer as necessary, managing of payroll.

Closing date is 20 July 2013. E-mailed or faxed applications will not be considered.

NB. Shortlisted applicants may be screened for criminal records and/or any pending criminal cases. Interested persons may forward their application letters accompanied by a detailed CV and certified copies qualifications and ID to: The Human Resource Manager, Blouberg Municipality PO Box 1593 Senwabarwana 0790. Enquiries: **Mr Setjie K.T** (015 505 7100)

NOTE: Should you not hear from us within SIX WEEKS of the closing date kindly accept that your application has been unsuccessful.

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Kgoale T.M.P
Municipal Manager

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Date