

Blouberg Municipality



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**BLOUBERG MUNICIPALITY HEREBY INVITES SUITABLY QUALIFIED PERSONS TO APPLY FOR THE FOLLOWING VACANT POSITIONS:**

**Position : Chief Financial Officer**  
**Directorate : Office of the Municipal Manager**  
**Type : 5 Years Performance Based Contract**  
**Remuneration : R 768,305 -R878,063 -R987,820.**

This is a fixed-term employment contract for five (5) years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form and undergo a competency assessment and security vetting. The offer of remuneration is in line with the upper limits of total remuneration package payable to the Municipal Manager and managers directly accountable to the Municipal Manager, Government Gazette no 40118 dated 4 July 2016.

**Requirements:** At least NQF Level 6 in fields of Accounting, Finance or Economics, and Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965) will be an added advantage. The incumbent must have minimum of 5 years work-related experience at middle management level; Core Managerial and Occupational Competencies; Financial and Supply Chain Management Competency Areas; Strategic leadership and management; Strategic financial management; Operational financial management; Extensive knowledge of local government legislation and a thorough understanding of local government systems. A valid motor vehicle driver's license.

**Competencies:** Sound knowledge of auditing principles and GRAP standards. Ability to demonstrate excellent municipal financial management, people management skills with service delivery focus. Comprehensive Knowledge and understanding of Municipal Finance Management Act, Treasury Regulations and other Local Government primary regulations. Knowledge of the preparation of annual financial statements, strategic plans, performance and risk management, SDBIP and budget compilation. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, Excel, PowerPoint etc. with exceptional analytical, coordination, communication and interpersonal skills. Extensive skills and experience in and knowledge of financial management. In-depth knowledge of the MFMA procurement legislation and other related regulatory framework. Proven leadership and management skills.

**Key Performance Areas:** Ensure full compliance with applicable legislations, internal policies and procedures by all structures within the municipality. Advise the Municipal Manager and Senior Managers in terms of the MFMA. Formulate and review internal financial policies and ensure implementation and adherence. Responsible for all financial services and affairs of the municipality in respect to income and expenditure, and monitor financial computer system. Develop and coordinate the financial plan in terms of the IDP, and compile financial reports and statements for

submission to the Municipal Manager. Compile the budget as per Treasury requirements. Ensure implementation of Grap standards. Prepare Annual financial statement. Manage the Supply Chain unit. Oversee the development of medium and long term budget planning in line with budgeting processes and manage all budget submission to National Treasury and other relevant spheres. Champion the implementation of the MSCOa.

**Position** : Director: Community Services  
**Directorate** : Office of the Municipal Manager  
**Type** : 5 Years Performance Based Contract  
**Remuneration** : R 768,305-R878, 063-R987, 820

This is a fixed-term employment contract for five (5) years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form and undergo a competency assessment, screening and security vetting .The offer of remuneration is line with the upper limits of total remuneration package payable to the Municipal Manager and managers directly accountable to the Municipal Manager, Government Gazette no 40118 dated 4 July 2016.

**Requirements:** Bachelor Degree in Social Sciences/Public Administration/Law; or equivalent, and Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965) as well as Registration with the South Africa Council for Social Service Professionals (SACSSP) or similar recognized relevant professional body will serve as an added advantage. The incumbent must have minimum of 5 years work-related experience at middle management level; have proven successful institutional transformation within public or private sector. A valid motor vehicle driver's license.

**Competencies** as per the Government gazette no:37245: Strategic direction and leadership; people management ;program and project management ;financial management ;change management ;Governance leadership, moral competence; planning and organizing ;analysis and innovation ;knowledge and information management ;communication; results and quality focus.

**Knowledge:** Good knowledge and understanding of relevant policy and legislation; Good knowledge and understanding of institutional Governance systems and performance management; understanding of council operations and delegation of powers as well as Health service management; cemetery management; Public safety and Public safety and parks and recreation management  
ategic leadership and management; Strategic financial management; Operational financial management; Extensive knowledge of local government legislation and a thorough understanding of local government systems.

**Key Performance Areas:** Overall management of community services department; implement the integrated development plan(IDP) as well as strategic goals for the community services department, provide support and advice to the municipal manager and council on matters delegated to the department ;implement the service delivery implementation plan(SDBIP);develop and implement key strategic/business plan including waste disposal and management plan, Human resources and other resources in accordance with local government legislation and treasury regulations; Manage efficient provision on municipal services ;establish ,operate and maintain support structures, processes and systems; direct and control key deliverables and

outcomes for the department; Liaise with internal and external stakeholders ;facilitate participation and involvement ;Ensure legislative ;regulatory ,policy and operating standard compliance.

**IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:**

**Forward your applications to:** The Municipal Manager; Blouberg Municipality; P.O Box 1593 Senwabarwana 0790 or deliver to 2<sup>nd</sup> Building Mogwadi-Senwabarwana Road Senwabarwana.

All applications must be submitted on an official prescribed form of Blouberg Municipality for senior managers that is downloadable on the Municipal website [www.blouberg.gov.za](http://www.blouberg.gov.za) or physically obtained from municipal offices, a comprehensive CV and originally certified copies of; identity document, valid driver's license and qualifications. Applications without the above mentioned form and emailed or faxed will not be considered. , further that all applicants should list names, occupants and contact details of at least three non-relative individuals who may attest to their abilities. Council reserves the right to / not to make any appointments and transfer employees between its head office at Senwabarwana and Satellite Offices (currently at Alldays Eldorado; Tolwe, Raweshi, Inveraan and Senwabarwana) from time to time due to operational reasons. If no response is received from Blouberg Municipality within 60 days after the closing date,it must be regarded that your application was unsuccessful .correspondence regarding the advertised position will be limited to successful candidates only.

Further enquiries may be directed to HRM Officer: Mr. Mashilo Ngoepe 015 505 7122. Closing date is Friday 28 July 2017 at 16h30.

  
**MACHABA MJ**  
**MUNICIPAL MANAGER**