



## UMVOTI MUNICIPALITY

Greytown is Head Office of the Umvoti Municipality and is situated 75 km north of Pietermaritzburg and about 125 km from the district municipality in Dundee.

Applications are invited from suitably qualified candidates to apply for the senior management position based at Umvoti Municipality in Greytown. The incumbent will provide strategic direction to financial affairs of the municipality.

<b>Chief Financial Officer</b>	
<b>Reference Number</b>	KZ245BTO001
<b>Occupational Category</b>	Senior Management
<b>Annual Remuneration Package</b>	An all-inclusive annual remuneration package as per Government Notice 3541 of Local Government Gazette 48789: Upper limit of total remuneration package payable to Managers directly accountable to Municipal Managers. An inclusive annual total remuneration package payable Minimum: <b>R884, 772.00</b> , Midpoint: <b>R994, 126.00</b> Maximum: <b>R1, 087,610.00</b> ).
<b>Term of Appointment</b>	The post is permanent in line with Local Government Municipal Systems Act Amendment No. 3 of 2022.
<b>Key Requirements</b>	<ul style="list-style-type: none"> <li>• 5 years relevant experience at a middle or senior management level.</li> <li>• A minimum of 5 years' experience in finance management in local government or similar environment.</li> <li>• Must be a South African citizen.</li> <li>• At least a Bachelor degree in Accounting, Finance or Economics or a relevant qualification registered on the National Qualifications Framework at a NQF level 7 with a minimum of 360 credits.</li> <li>• Compliance with all requirements as contained in the Municipal Regulations on Minimum Competency Levels as per Government Notice No. R493 Gazette No. 29967 of 15 June 2007 (as amended by the Municipal Amendment Regulations Notice No. 1146 of Government Gazette 41996 Minimum Competency Levels, 2018). If a newly appointed person is not in possession of this Competency, s/he must attain the minimum competency levels within 18 months from the date of appointment as per Notice No. 91 of Government Gazette 40593 of 2017, failure which the employment contract will terminate automatically within one month after the applicable period.</li> <li>• Valid Code EB Driver's Licence.</li> <li>• May not hold political office in a political party in either permanent, temporary or acting capacity.</li> <li>• Fluent in both IsiZulu and English</li> <li>• High level of integrity and honesty.</li> <li>• Must have no criminal record.</li> <li>• Added advantage: Chartered Accountant and registration with a relevant professional body.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Advanced knowledge and understanding of Municipal Finance Management Act, Treasury Regulations, relevant policy and other legislations.</li> <li>• Good understanding of institutional governance systems and performance management.</li> <li>• Good knowledge of Supply Chain Management Regulations and Preferential Procurement Policy Framework Act, 2000 as amended.</li> <li>• Excellent communication and negotiating skills at all levels of Government.</li> <li>• Skilled in conflict resolution, problem solving and ability to be decisive.</li> <li>• Good interpersonal and communication (written and verbal) skills.</li> <li>• Sound knowledge and understanding of computer packages (MS Word, Excel, PowerPoint and Outlook).</li> <li>• Knowledge and understanding of financial computer systems.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Advanced leadership skills, such as excellent interpersonal skills, managerial skills, strategic focus and ability to review concept holistically.</li> <li>• Advanced understanding of council operations and financial delegations.</li> </ul>
<b>Competencies</b>	<p>The following competencies as prescribed in Government Notice 21 Government Gazette 37245 are essential:</p> <ul style="list-style-type: none"> <li>• Leading competencies: Strategic leadership and management, People management, Programme and project management, Financial management, Change leadership and Governance leadership.</li> <li>• Core competencies: Moral competence, Planning and organizing, Analysis and Innovation, Knowledge and Information management, Communication and Results and quality focus.</li> </ul>
<b>Key Performance Areas</b>	<ul style="list-style-type: none"> <li>• Administration and management of the budget and treasury office and its human resources, as contained in section 81 of the MFMA, including but not limited to: Provision of strategic financial management direction, advice, and leadership to the budget and treasury, revenue, expenditure and supply chain management functions, Provision of an effective financial management system inclusive of policies, procedures, financial operating standards, practices, anti-corruption measures and an effective accounting system within the municipality, Provision of strategic direction to the financial planning and budgeting process within the municipality and ensure that strategies are consistent with the Constitution, MFMA, Treasury Regulations, annual Division of Revenue Act and other legislation, Ensuring that effective revenue collection systems that are consistent with the Municipal Systems Act and Municipal Property Rates Act are in place, including effective system of expenditure management, Compilation of financial statements and application of efficient and effective control systems, Support the mayor, accounting officer and other senior managers in the execution of their functions in terms of the MFMA, Overall responsibility for the implementation of efficient, effective and economic financial systems in the municipality, Responsible for budget preparation, financial reporting, cash management, debt management, asset management and other duties as delegated in terms of MFMA and also as delegated by Accounting Officer, Ensure development and implementation of strategies and programmes that will ensure efficient and sustainable financial performance of the municipality, Ensure implementation of Generally Recognized Accounting Practices (GRAP), and Ensure implementation of Municipal Standard Chart of Accounts (MSCOA); and Implementation and review departmental plans and sector plans.</li> </ul>

**The following will apply to all the above post**

**Submission of Applications:** Applications should be submitted on Umvoti Municipality application form obtainable from the Municipality or at [www.umvoti.gov.za](http://www.umvoti.gov.za) and must be completed in full, failure which will result to disqualification. Originally certified copies of your identity document, license and qualifications not older than six (6) months, CV and particulars of at least three contactable work related references must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applicants.

**Conditions for Appointment:** The appointment will be made in compliance with Section 54A, 56 and 57 of the Local Government Municipal Systems 32 of 2000 as amended by Act 3 of 2022 read together with Local Government Performance Regulations 2006 and Municipal Regulations on Minimum Competency Levels 2007 as amended, The successful candidate will have to undergo security vetting, criminal record checks, background screening; reference and previous employer checks, credit record check and qualification verification, competency assessment, be subject to the signing of Annual Performance Agreements, Signing of an Employment Contract and Disclosure of Financial Interest, A person to be appointed must have the competencies as set out in the Local Government Competency Framework for Senior Managers.

A **Prescribed Application Form** obtainable from Umvoti Municipality and its website, with a detailed CV, Originally Certified copies of documentation must be forwarded to **The Municipal Manager, Umvoti Municipality, P.O. Box 71, Greytown, 3250** or Alternatively dropped in the **Applications Box at Greytown Town Hall, Proof of Residence Office, 41 Bell Street, Greytown, 3250** (opposite ABSA Bank) before the closing date.

**Enquiries** regarding the post of senior manager can be directed to the Office of the Municipal Manager at 033-413 9101 during office hours.

**NOTE: Applications not made on the official form will not be considered.** Costs incurred for attending an interview and any relevant assessments will be for the candidate's own account.

- Umvoti Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representativity through the process of affirmative action.
- Canvassing for appointment will automatically disqualify an applicant.
- Correspondence will only be entered with shortlisted candidates.
- The municipality will not take responsibility for information not mentioned in applications.
- **NO** late, faxed, emailed applications or applications on Z83 form will be accepted.
- The municipality will not be held responsible for lost applications unless proof of receipt by the municipality is produced.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- Foreign qualifications accredited by the South African Qualification Authority only will be considered.
- The municipality reserves the right not to make any appointment.

**CLOSING DATE: 15 September 2023 at 12h00**

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**Ms NP Ndaba**  
**Municipal Manager**

**P O Box 71**  
**Greytown**  
**3250**

**Notice No. 4862**

*To be advertised in the Greytown Gazette, Sunday Times, Ilanga, Mercury, Isolezwe and the municipal website.*