

MATJHABENG MUNICIPALITY



INTERNAL/ EXTERNAL ADVERTISEMENT

ADVERT 07/2020/21

DIRECTORATE: FINANCIAL MANAGEMENT

POSITION: SENIOR/ CHIEF ACCOUNTANT: RISK MANAGEMENT

POST LEVEL: 5/4

SALARY: R 435 948.00 – R 565 548.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Bachelor of Commerce in Risk Management/Finance (NQF Level 7) or Advanced National Diploma in Risk Management/Finance (NQF Level 7).
- Five years 'experience in Risk Management. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, Municipal ordinances, Corporate Governance, Risk Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must have a Valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPA's)

- Develop, review, monitor and implement the enterprise Risk Management framework within the department.

- Link Risk Management processes with the department's objectives and business plan (APP).
- Develop and roll out a Risk Management awareness programme throughout the Institution.
- Consult with stakeholders to ensure identification and management of risks.
- Facilitate operational Risk assessment processes (Risk identification, analysis, and rating) within the department, guided by the departmental Risk management strategy and policy.
- Conduct a project Risk analysis as well as the evaluation of various projects within the Institution.
- Provide advice to Management on issues related to Risk management.
- Identify potential business interruptions, develop a plan to safeguard the Institution against interruptions and implement recovery procedures (i.e. procedures to deal with sabotage, computer related crimes such as cyber attack, or human error).
- Coordinate the integrity management within the Institution as part of the department's Anti-corruption initiative.
- Compile Risk management reports.

POSITION: SENIOR/CHIEF ACCOUNTANT: COSTING

POST LEVEL: 5/4

SALARY: R 435 948.00 – R 565 548.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- B. Comm Accounting/ Bachelor of Accounting/ B Compt, B-Tech Accounting (NQF Level 7) or Advanced National Diploma in Accounting (NQF Level 7).
- Five years 'experience in Financial accounting, Cost and Management accounting. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.

- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal Ordinances, Corporate Governance, Municipal Regulations and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must a clear understanding and application of Generally Recognised Accounting Practice (GRAP), International Standards of Auditing (ISA) and South African Tax Legislations.
- Applicant must have a valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPAs)

- Give input into the development of Organization wide Cost and Management Accounting Strategy and Vision.
- Develop Cost and Management accounting policies, systems, and procedures.
- Communicate the Cost and Management Accounting implementation plan to all stakeholders within the institution.
- Drive the cost management process towards best practice.
- Understand Municipal budgeting and legislative framework.
- Assist in the formulation and preparation of the Municipal budget.
- Perform life cycle cost benefit analysis and report results to the Chief Financial Officer.
- Perform month end accounting reconciliations, review the general ledger and reconcile the balance sheet.
- Preparation of monthly, quarterly and half-year budget reports submitted to National & Provincial treasury.
- Prepare monthly and quarterly accounting report for submission to Management.

- Educate and train the Municipality's stakeholders on cost and management accounting and budgeting principles and practices, continuously.
- Co-ordinate and control tasks/activities associated with personnel performance, productivity and discipline.
- Compilation of Audit File.

POSITION: MANAGER: SUPPLY CHAIN MANAGEMENT

POST LEVEL: 3

SALARY: R 608 196.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Bachelor's Degree in Accounting/Finance (NQF Level 7) or Advanced National Diploma in Accounting/Finance (NQF Level 7).
- Five years 'experience in Supply Chain Management. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, Municipal ordinances, Corporate Governance, Supply Chain Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must have a Valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPA's)

- Implement the Procurement policy and Procedure.
- Ensure the adherence to the Procurement Policies and Procedures and legislation applicable.
- Writing reports in line with the Supply Chain Management policy and Regulations

- Negotiate preferential rates of the Municipality.
- Manage the tender process and advise managers in their areas.
- Coordinate the tender process and the evaluation thereof.
- Ensure effective, efficient and economical procurement, storage, risk control, distribution, maintenance and administration over the assets and services of the Municipality.
- Ensure the management information is produced and available on a monthly basis.
- Monitor the Procurement/ Tender Committee.
- Review and assist in the compilation of procurement plans, business plan and work plan.
- Any other duties given by the supervisor.

POSITION: SENIOR/CHIEF ACCOUNTANT: LOGISTICS AND DISPOSAL

POST LEVEL: 5/4

SALARY: R 435 948.00 – R 565 548.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Bachelor`s Degree in Accounting/Supply Chain Management/Logistics Management (NQF Level 7) or Advanced National Diploma in Accounting/Supply Chain Management/Logistics Management (NQF Level 7).
- Five years `experience in Logistics Management. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Logistics Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must a clear understanding and application of Generally Recognised Accounting Practice (GRAP), International Standards of Auditing (ISA) and South African Tax Legislations.
- Applicant must have a valid driver's license.

- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPAs)

- Strategically plan and manage logistics, warehouse, transportation, and customer service.
- Direct, optimize and coordinate full order cycle and keep track of quality, quantity, stock levels, delivery times, transport costs and efficiencies.
- Arrange and plan out logistics management catalogue of goods, plan routes and process shipments.
- Meet cost, productivity, accuracy and timeliness in line with set targets.
- Maintain metrics and analyse data to assess performance and implement improvements.
- Comply with laws, regulations, and OHS&E requirements.
 - Ensure compliance with the stock / inventory ordering policy and processes.
 - Develop a database with a list of approved suppliers for consumables and inventory goods in consultation with Supply Chain Manager.
 - Develop and maintain asset disposal registers, including transfers to other designated Units.
 - Safeguards asset valuation certificates and the disposal price schedules.
 - Plans, publicize and oversee the implementation of an approved Asset Disposal Register.
 - Make timely recommendations for mitigating strategies and risk rating changes.
 - Plan and execute asset verification, investigate, report on variances, make necessary recommendations to resolve discrepancies, and update the asset disposal register.
- Ensure Governance, compliance and management of Audits.
- Ensure Human Resources needs are identified and attended to, supporting the accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance.
- Compilation of Audit File.

POSITION: ACCOUNTANT: DISPOSAL

POST LEVEL: 7/6

SALARY: R 336 252.00 – R 422 112.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Diploma or Advanced Certificate in Finance/Logistics Management (NQF Level 6)
- Three (3) years 'experience in Finance/Logistics Management. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, Municipal ordinances, Corporate Governance, Logistics Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must have a Valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPAs)

- Give input into the development of asset disposal management policies, processes, and procedures, and provide effective technical support required.
- Prepare cost-benefit analysis, record, report asset disposal transactions for financial records, and provide feedback to the Chief Accountant.
- Plan, organize, and advertise all the recommended and approved non-economical assets identified for disposal readiness to ensure accurate accounting records, transparency, and competitiveness.
- Act as Secretariat for Disposal Committee meetings

Ensure that policy and procedure implementation is monitored and evaluated on a regular basis in line with organizational audits.

Maintain effective internal controls to ensure transactions follow Company policies and are accurately reflected on the financial statements.

- Co-ordinate and control tasks/activities associated with personnel performance, productivity and discipline.

POSITION: CONTRACTS AND ADMINISTRATION SPECIALIST

POST LEVEL: 7/6

SALARY: R 336 252.00 – R 422 112.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- B. Com Law/ B. Com Degree (NQF Level 7) or Advanced National Diploma in Commercial Law/ Commerce/ Finance (NQF Level 7)
- Three years' experience in Commercial law/Procurement and Contract Management.
- Good understanding of the Municipal Finance Management Act, Municipal ordinances, Corporate Governance and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must have a Valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPAs)

- Coordinate the signing of Supplier contracts following tender approval in consultation with Manager: SCM, Legal and service provider.
- Ensure that Service level agreement as well as project plans are signed to monitor supplier performance.
- Provide guidance on all contractual matters in the procurement of goods and services across the Municipality.
- Liaise with Legal department to prepare contract renewals prior to contract expiry date and develop new contracts to ensure contract close-out, extension or renewal takes place.

- Prepare memos to timeously advise end users on contract's expiry dates (6 months prior to end date)
- Maintain an electronic Contracts Register for all suppliers.
- Verify completeness of documentation received from suppliers, for example, tax clearance certificates, CIPRO registration, request for quotations, proof of banking details, goods received notes, etc. to ensure compliance with Supply Chain policies and procedures.
- Liaise with service providers to follow up on tax clearance documentation and BBBEE certifications, etc, with regards to expiries and renewals.
- Input into the production of monthly and quarterly reports on supplier contracts (deviations, new contracts, terminated contracts) for submission to the Manager: Supply Chain Management.
- Capture awarded contracts onto contract register and the monitoring thereof.
- Maintain regular update of contract register.
- Monitor supplier adherence to contract terms and conditions as specified in the service level agreement.
- Escalate non-adherence or breach of contract to Manager: Supply Chain Management.
- Participate in the evaluation of suppliers on a quarterly and / or annual basis to discuss supplier performance and compliance issues.
- Participate in supplier meetings to discuss bottlenecks in the procurement processes and to address matters of concern.
- Maintain sound business relationships with suppliers to ensure the continuity of supply of goods and services.
- Monitor adherence to Supply Chain Management Policy, Regulations, and all other relevant statutes across the Local Municipality.
- Escalate non-adherences to Manager: Supply Chain Management.
- Input into the development of action plans to address internal control deficiencies in supply chain processes and procedure.
- Provide Audit support by ensuring that all audit queries raised by the Auditor General are attended to.

- Provide necessary information requested by the Auditor General related to supplier contract on time and ensure accuracy and confidentiality is maintained.

POSITION: SUPPLY CHAIN PERFORMANCE OFFICER

POST LEVEL: 7/6

SALARY: R 336 252.00 – R 422 112.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- National Diploma in Finance/Supply Chain Management (NQF Level 6) or Advanced Certificate in Finance/Supply Chain Management (NQF Level 6)
- Three (3) years' experience in Supply Chain Management. Municipal experience is an added advantage.
- Two-year staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, Municipal ordinances, Corporate Governance, Credit Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must have a Valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPA's)

Implementation of supplier functions, processes, and procedures by: -

- Conducting a Research on market information on pricing trends and information about the potential supply base.
- Monitor, evaluate and report on supplier performance.
- Receive proposals from vendors/suppliers with regards to their products, prices and service delivery standards.
- Visit business premises of short-listed suppliers to assess their capability of meeting

requirements.

- Develop and implement a performance management system for suppliers.
- Ensure regular review and reporting of supplier performance; facilitate feedback sessions to rectify issues.
- Participate in discussions at site meeting with Contractors and detail deviations or non-compliance to the scope and terms of contracts and/or standard and quality of the delivery of the service.
- Conduct quality checks of products and administrative systems and discuss observed deviations with suppliers to facilitate rectification.
- Clarify internal departmental needs and investigate / assess impacting variables, that is, expenditure, commodity, market/ industry.
- Align departmental needs analysis outcomes with budgetary provisions to establish and advise on costs versus allocations.
- Monitor adherence to Operational and Demand Management / Forecast Plans aligned with Institutional strategy.
- Monitor the actual expenditure versus budget and raise issues.
- Supervise employee, maintain compliance and ensure internal controls are implemented within the Department.
- Maintain professional relationship with service providers / vendors and contractors.
- Prepare reports related to specific analysis or investigations and submit to the immediate superior for approval.
- Attend to document control procedures and monitor the status and accessibility of records and registers.

POSITION: SENIOR MANAGER: TREASURY

POST LEVEL: 2

SALARY: R 675 528.00 per Annum (excluding Benefits)

POSITION: SENIOR/CHIEF ACCOUNTANT CASH MANAGEMENT

POST LEVEL: 5/4

SALARY: R 435 948.00 – R 565 548.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Bachelor`s Degree in Accounting/Finance (NQF Level 7) or Advanced National Diploma in Accounting/Finance (NQF Level 7).
- Five years `experience in Finance specifically in Cash management. Municipal experience is an added advantage.
- Applicant must have two (2) years staff Supervision experience.
- Good understanding of the Municipal Finance Management Act, Municipal ordinances, Corporate Governance, Municipal Finance Management Act, Municipal Systems Act, Revenue Management, Constitution of South Africa (Act 108 of 1996) and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must have a Valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPA's)

- Oversee Cash management and interact with Treasury department ensuring daily deadlines are met.
- Effectively evaluate and monitor working capital including debtors, creditors, and cash management.
- Review payment allocation policies and procedures in revenue accounting systems to ensure all transactions into the banks are posted into the correct General Ledger accounts.
- Manage month end procedures including cash book transaction processing and general ledger reconciliations.
- Monitor unallocated, unapplied, on account and unidentified receipts to ensure that cash is allocated timeously.

- Evaluate and review existing internal controls and procedures and periodically make suggestions for improvement as cash management business processes change.
- Allocate and prepare monthly and annual statements and reports and ensure all Municipality reporting deadlines are met.
- Manage Governance, Audits and compliance.
- Compilation of Audit file.
- Monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meetings / counselling and/or other approved methods designed to improve and motivate personnel.

POSITION: SENIOR/CHIEF ACCOUNTANT: DEBITS

POST LEVEL: 5/4

SALARY: R 435 948.00 – R 565 548.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Bachelor`s Degree in Accounting (NQF Level 7) or B-Tech Accounting (NQF Level 7), Advanced National Diploma in Accounting (NQF Level 7).
- Five years `experience in Finance. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Revenue Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must have a valid driver's license.
- Applicant must a clear understanding and application of Generally Recognised Accounting Practice (GRAP), International Standards of Auditing (ISA) and South African Tax Legislations.

- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPAs)

- Manage the debtors' book and ensure it is updated and reconciled to the General Ledger.
- Manage the debt collection process and monitor that all receipts are accounted for.
- Champion the accounts receivable processes – ensure that all queries are resolved and proactively identify ways to improve the processes.
- Monitor unallocated, unapplied, on account and unidentified receipts to ensure that cash is allocated timeously.
- Produce and maintain debtor age analysis reports.
- Evaluate and review existing internal controls and procedures and periodically make suggestions for improvement as business processes change.
- Review existing processes, procedures and business rules and evaluate compliance of actual transaction trail to highlight to Management areas that may attract Auditors' interest.
- Compilation of Audit File.
- Allocate and prepare monthly and annual statements and reports and ensure all Municipality reporting deadlines are met.
- Input and handle financial data and assist with the preparation and consolidation of the annual budget process within agreed deadlines.
- Ensure tax, legal, statutory, and internal authority compliance.
- Co-ordinate and control personnel performance, productivity and discipline, by monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meetings / counselling and/or other approved methods designed to improve and motivate personnel.

POSITION: ACCOUNTANT: DEBITS**POST LEVEL: 7/6****SALARY: R 336 252.00 – R 422 112.00 per Annum (excluding Benefits)**

QUALIFICATION REQUIREMENTS:

- Bachelor`s Degree in Accounting/Finance (NQF Level 7) or Advanced National Diploma in Accounting/Finance (NQF Level 7).
- Five years `experience in Finance Management. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, Municipal ordinances, Corporate Governance, Risk Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must have a Valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPAs)

ACCOUNTS RECEIVABLE MANAGEMENT

- Assist in managing the debtors' book and ensure it is updated and reconciled to the General Ledger.
- Assist in manage the debt collection process and monitor that all receipts are accounted for.
- Champion the accounts receivable processes – ensure that all queries are resolved and proactively identify ways to improve the processes.
- Monitor unallocated, unapplied, on account and unidentified receipts to ensure that cash is allocated timeously.
- Produce and maintain debtor age analysis reports.

- Evaluate and review existing internal controls and procedures and periodically make suggestions for improvement as business processes change.
- Review existing processes, procedures and business rules and evaluate compliance of actual transaction trail to highlight to Management areas that may attract Auditors' interest.
- Compilation of Audit File.
- Allocate and prepare monthly and annual statements and reports and ensure all Municipality reporting deadlines are met.
- Input and handle financial data and assist with the preparation and consolidation of the annual budget process within agreed deadlines.
- Ensure tax, legal, statutory, and internal authority compliance.

POSITION: SENIOR/CHIEF ACCOUNTANT: CREDIT CONTROL

POST LEVEL: 5/4

SALARY: R 435 948.00 – R 565 548.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Bachelor's Degree in Accounting/Finance (NQF Level 7) or Advanced National Diploma in Accounting/Finance (NQF Level 7).
- Five years 'experience in Credit Management. Municipal experience is an added advantage.
- Two (2) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, Municipal ordinances, Corporate Governance, Credit Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD), and or must complete the certificate within 18 months from date of appointment.
- Applicant must have a Valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPAs)

- Develop, review and monitor the implementation of the Credit Management strategy, framework, systems and policy.
- Draft Credit control management methodology that is aligned with the Municipality's objectives for approval.
- Align information systems, applications, work processes and role boundaries to support functional outcomes related to the credit control, debt book, debt collection, etc.
- Provide guidance to personnel on the interpretation of procedures, application and communication sequences associated with the Credit Control cycle.
- Drive the Credit Control management process towards best practice.
- Manage compliance to institutional policies and report on non-compliance.
- Compilation of Audit File.
- Champion the indigent registration process.
- Manage and monitor collection of outstanding debts.
- Ensure effective internal controls, policies and procedures are in place across the credit control section.
- Management of intermediary accounts by ensuring proper records are maintained, agent's fees (where applicable) are paid and timely communication and release of debtor statements.
- Update validate and present credit control reports to credit control committee, management meetings and to auditors.
- Carry out the debtors ageing process analysis and taking appropriate action in line with credit control policy.
- Execute applications associated with financial planning, analysis and reporting process, by preparing and submitting the monthly ageing analysis report to management.
- Monitoring attendance / conduct and output and address deviations from agreed performance indicators through meetings / counselling and/or other approved methods designed to improve and motivate personnel.
- Maintain compliance and ensure internal controls are implemented within the Department.

POSITION: SENIOR/CHIEF ACCOUNTANT: REPORTING

POST LEVEL: 5/4

SALARY: R 435 948.00 – R 565 548.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Bachelor`s Degree (NQF Level 7) in Accounting or Advanced National Diploma in Accounting (NQF Level 7).
- Accounting Articles will be an added advantage.
- Five years `experience in Financial Reporting specifically within the Municipal environment.
- Two (2) years staff management/Supervisory skills.
- Good understanding of the Municipal Finance Management Act, Municipal ordinances, Corporate Governance, Credit Management and any other related legislative requirements.
- Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD).
- Clear understanding and application of Caseware.
- Applicant must have a Valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPAs)

FINANCIAL ACCOUNTING

- Develop and implement financial reporting policies in line with PFMA and Treasury regulations.
- Prepare the first draft of interim and annual financial statements in accordance with IFRS and submit to the Manager: Revue for review.
- Prepare annual and quarterly reports on cash flows, update projections and prepare quarterly reports on expenditure against budget and variances.
- Maintain and track records of all transactions.
- Provide accurate audit documentation to internal and external auditors.

- Prepare monthly VAT 201 reports.
- Prepare Audit files and review all Finance section reconciliations.

FINANCIAL STATUTORY REPORTING

Prepare consolidated Financial Statements for the Municipality and ensure that all financial submissions adhere to accounting policies and International Financial Reporting Standards (IFRS).

GOVERNANCE, COMPLIANCE AND AUDITS

- Ensure tax, legal, statutory, and internal authority compliance.

SUPERVISION AND CONTROL

Co-ordinate and control personnel performance, productivity and discipline, by monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meetings / counselling and/or other approved methods designed to improve and motivate personnel.

POSITION: BUDGET AND TREASURY INTERNSHIP PROGRAMME X 3 POSITIONS

SALARY: STIPEND OF R 165 345.36 per Annum

DURATION: FIXED TERM CONTRACT OF 12months

QUALIFICATION REQUIREMENTS:

- Bachelor`s Degree in Accounting/Internal Auditing/Risk Management (NQF Level 7) or National Diploma in Accounting/Internal Auditing/Risk Management (NQF Level 6).
- Applicant must be unemployed.
- Applicant must be within the age group not exceeding 35.
- Applicant must be from a previously disadvantaged group in line with the Employment Equity Act 55 of 1998.
- Applicant must have basic Computer Literacy skill (MS Office Word, Excel and PowerPoint).
- Applicant must be able to speak at least two languages spoken within the Council's area of jurisdiction (Lejweleputswa District area).

- Applicant must be willing to undergo a performance assessment during the internship programme.
- Applicant must come from the local area of jurisdiction (Lejweleputswa District Municipality Area and submit proof of residence).

NB: The Intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational workplace assignments and observance of the policies and procedures of the Matjhabeng Local Municipality.

KEY PERFORMANCE AREAS (KPA's)

The Accounting and Financial areas include inter alia:

- Revenue Management: - Billing, debt collection and Indigent management
- Procurement and contract management.
- Expenditure management including payment of Suppliers.
- Bank Reconciliation and Financial Statements.
- Cash Flow, Assets and Investment Management
- Budgeting and reporting.
- Risk Management, Trade and Direct Creditors.
- Perform any other duties that may be delegated by Superior.

POSITION: MANAGER: INFORMATION COMMUNICATIONS TECHNOLOGY (ICT)

POST LEVEL: 3

SALARY: R 608 196.00 per Annum (excluding Benefits)

QUALIFICATION REQUIREMENTS:

- Honours Degree in Information Systems (NQF Level 8) or Advanced Diploma in Information Systems -(NQF Level 8).
- Seven to Eight years 'experience in Information Systems Analysis and Management,
- Five (5) years staff management/Supervisory skills.
- Good understanding of Municipal ordinances, Corporate Governance and any other ICT related legislative requirements.

- Applicant must have a Valid driver's license.
- Applicant must have an Advanced Computer Literacy skill.

KEY PERFORMANCE AREAS (KPAs)

PROVIDE INFORMATION TECHNOLOGY STRATEGIC SUPPORT TO THE MUNICIPALITY.

- Formulate required ICT related annual strategic plans (SDBIP and performance plans) in accordance with Matjhabeng Local Municipality's strategic plans and mandate.
- Formulate and implement information systems policies and procedures.
- Develop an information systems framework and an annual strategic plan.
- Perform regular reviews and analysis of technology trends and performance, make policy adjustments.
- Formulate plans and strategies that align with current information systems and governance programs in the Province.
- Coordinate information systems and governance support and align resources to ensure set strategic objectives are achieved.
- Develop and manage an annual budget for the unit, prepare and submit budget adjustments to Senior Management.

MANAGEMENT OF INFORMATION TECHNOLOGY MANAGEMENT SYSTEMS & FUNCTIONS

- Evaluate overall information technology operations against best practice and Institutional needs.
- Oversee the design and implementation of new applications and changes to existing ICT systems and software.
- Analyse the Municipality's current technology infrastructure and align it with the business' strategic plans and best practice.
- Develop a communication system for the Institution, including network infrastructure, wide area connectivity, etc.
- Work closely with various Government departments and business to ensure optimum

allocation and utilization of technology resources.

- Monitor that IT system operation adheres to applicable laws and regulations.
- Establish lines of control for current and proposed information systems.
- Keep current with trends and issues in the IT industry, including current technologies and trends.
- Advise and educate Management on the ICT competitiveness and financial impact.
- Promote and oversee strategic relationships between internal ICT resources and external Government entities.

MANAGEMENT OF INFORMATION SYSTEM ACQUISITION

- Coordinate and facilitate consultation with stakeholders to define business and systems requirements for new technology implementation.
- Approve, prioritize, and control projects and the project portfolio as they relate to the selection, acquisition, development, and installation of major information systems.
- Evaluate and approve procurement of new hardware and software to meet Institutional needs.
- Review and approve vendor proposals and contracts.
- Ensure continuous delivery of IT services through oversight of service level agreements with end users and monitoring of IT system performance.
- Review hardware and software acquisition and maintenance contracts and pursue master agreements to capitalize on economies of scale.
- Define and communicate corporate plans, policies, and standards for the organization for acquiring, implementing, and operating IT systems.

INFORMATION SYSTEM SECURITY AND RISK MANAGEMENT.

- Oversee the performance of security audits.
- Ensure the implementation of security intrusions, detection systems and procedures.
- Oversee implementation of disaster recovery and support systems.
- Develop IT security policy and systems access controls and procedures for firewalls and

internet protocols.

- Keep up with web threats, viruses, and hacker activity and ensure controls are put in place.
- Ensure compliance with ICT standard regulations and processes to mitigate risk.

GOVERNANCE, COMPLIANCE AND AUDITS

- Ensure ICT, legal and statutory compliance.
- Ensure that all ICT related Audit queries are resolved.

SUPERVISION AND CONTROL

- Co-ordinate and control personnel performance, productivity and discipline, by monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meetings / counselling and/or other approved methods designed to improve and motivate personnel.

Enquiries regarding the above positions can be forwarded to: Mr. T. Panyani @ 057 391 3156.

- Candidates are requested to forward a comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to The Senior Manager Human Resources, P.O Box 708 Welkom 9460 or may hand it to the Matjhabeng Local Municipal Main Buildings.
- Fraudulent qualifications or documentation will immediately disqualify any applicant.
- A candidate who canvasses any Councillor and / or Senior Official for preference will be disqualified immediately from the selection process or from appointment.
- Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)
- If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).

CLOSING DATE: 03 May 2021

**MS. Z. TINDLENI
MUNICIPAL MANAGER**