



## **MASILONYANA LOCAL MUNICIPALITY**

### **INTERNAL/EXTERNAL ADVERTISEMENT**

Masilonyana Local Municipality with its Head Office in Theunissen is an equal opportunity employer committed to the promotion of equity and equality. The municipality hereby invites applications from suitably qualified candidates for the following positions:

#### **FINANCE DEPARTMENT MANAGER: SUPPLY CHAIN MANAGEMENT**

##### **Minimum Requirements:**

- Grade 12
- A relevant 3 year tertiary qualification, preferably in SCM/Logistics/Procurement and Accounting
- Computer Literacy: MS Office
- 3-5 years relevant experience across SCM processes including 2 years of supervisory experience
- Assist with the compilation of AFS
- Must be able to work under pressure
- A valid driver's license is a prerequisite
- Verbal and written communication skills at all levels
- Must have a competency certificate (MFMP) as an added advantage
- Understanding of general Municipal finance environment

##### **Key Responsibilities:**

- Under general direction, independently performs more complex work in an SCM environment .May supervise junior staff.
- Conducts work according to prescribed norms and standards under the general direction of an experienced principal practitioner or head.
- Understands how the SCM department / directorate functional areas are interlinked / interdependent. Can integrate across all SCM functional areas.
- Good understanding of the implications and then practical implementation and application of revised / updated process aligned to Auditor General Findings.
- Applicable local government legislation (e.g MSA, MFMA , PPPFA , etc. and other relevant national or provincial government regulations and
- SCM policy and supporting guidelines.
- Clearly articulates communication to stakeholders confirming the requirements of the interaction and expected outcomes.
- Prepares documents in accordance with approved methodology, format and standards.
- Aligns annual/ quarterly plans with municipality goals and objectives.
- Knowledge of the municipality's functional directorates/departments and understands integration across these directorates.
- Generates various solutions/ options and contingency plans for localized problems.
- Prioritises tasks on a daily basis according to an assessment of schedule of activities.
- Reviews vendor performance.
- Provides guidance for alternative vendors or products to improve costs, quality and delivery ratios.
- Manages a number of tenders and controls the timeframes and processes associated.
- Able to analyse and identify potential significant risks from known risk sources in order to prompt management on the identification and mitigation.
- Documents reporting information in required formats and categories in order to assist the Principal Practitioner and management with the analyses and interpretation and quarterly risk trends as well as gaps and duplications.
- Consistency identifies appropriate resources of a variety of assignments.

- Manages multiple projects to agreed standards.
- Prioritises multiple resources to meet competing deadlines.
- Establishes projects brief, objectives, priorities, constraints, assumptions and strategies.
- Implement financial / SCM policies and systems.
- Prepares multi- year SCM revenue and expenditure forecasts.
- Assists in developing and implementing SCM financial policies and systems.
- Influences others effectively using a number of techniques.
- Involves and empowers team in setting and achieving goals.
- Good at establishing clear direction.
- Encourages self-reliance and allows staff to make and learn from mistakes
- Ability to understand the underlying causes for non or poor performance and to provide the appropriate support.

**SALARY: R472 042,33 p.a**

### **FINANCE DEPARTMENT MANAGER BUDGETS AND SUPPORT**

#### **Requirements:**

- Grade 12;
- Bachelor of Commerce Degree in Accounting and/or Financial Management
- Ability to compile AFS
- Computer Literacy: MS Office
- 3-5 years related experience in Finance, budget compilations and MFMA Reporting
- Must be able to work under pressure
- Must have a competency certificate (MFMP) as an added advantage
- A valid driver's license is a prerequisite
- Verbal and written communication skills at all levels
- Understanding of general Municipal finance environment

#### **Competencies:**

- The incumbent must have knowledge of the MFMA, Treasury Regulations and other relevant Acts.\*
- Must have the ability to communicate at different levels with good planning, organising, report writing and analytical skills
- Extensive knowledge in mSCOA

#### **Responsibilities:**

- The incumbent will be responsible for compilation of the Annual and Adjustment Budget, related schedules and submission of data strings
- Compilation of reports such as S71, S72 and S52d.
- Oversee the monthly reporting requirements in terms of the MFMA.
- Providing value contributions to drafting of Annual Financial Statements and evaluate compliance with policies, procedure, laws and regulations and perform duties as outlined in Section 71 of MFMA.
- Plan and forest cast on short, medium and long term organisational and personnel needs which includes compiling and developing Standard Operating Procedure (SOP's) activities.
- Monitor that policies and decisions of the unit are implemented in a most functional and effective way.
- Liaise directly with directorates and ensure alignment of the budget to the IDP.
- Oversee overall budget reporting to Internal and External stakeholders monthly.
- Advise the CFO and Council on budgetary issues.

- Manage and control the capital and operational budget of the Unit to ensure effective and efficient functioning within budgetary constraints of Council.
- Monitor, recommend and implement corrective measures to rectify deviations/acts contrary to budgetary provisions, financial regulations, audit requirements and departmental procedures.
- Represent the Financial Control Unit in all meetings and forums to ensure good flow of information.

**SALARY: R472 042,33 p.a**

**Enquiries can be directed to the HR Manager, Ms K.E.E Molaoa 0713873750 during office hours.**

Besides the salary that is offered, the municipality will also contribute towards pension fund and medical aid contributions under certain conditions. The municipality further also give housing subsidy under certain condition and in line with the Collective Agreement as may be amended from time to time.

Interested suitable qualified and experienced persons can submit their applications and detailed CV's with certified copies of their qualifications including **covering/application letter** stated the position they apply to the following address:

**The Municipal Manager PO Box 8, Theunissen, 9410, or applications can be hand delivered at Municipal offices in Theunissen, Brandfort, Winburg and Verkeerdevlei.**

No e-mails, faxes or late submissions will be accepted.

**Closing date: 01 August 2024 at 16h00**

***NB: The shortlisted/recommended candidates will be subjected to security vetting, qualification verification, and reference check before finalisation of appointment. Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful. The municipality reserves the right not to appoint.***

**MR. M.J MATLOLE  
MUNICIPAL MANAGER**