



The Cederberg Municipality, which includes the towns of Citrusdal, Clanwilliam, Graafwater, Lamberts Bay and Elands Bay as well as a large rural area, invites applications from suitably qualified candidates to fill vacant positions within its establishment.

CHIEF FINANCIAL OFFICER

Employment term: 5 year Performance Based Contract (To be appointed in terms of Sections 56 and 57 of Municipal Systems Act 32 of 200). Preference will be given to female candidates.

Remuneration: Negotiable

Key performance areas: • Report directly to the Municipal Manager on key departmental activities • Overall management of the Budget & Treasury Office/Department • Implement the Integrated Development Plan (IDP) as well as strategic goals of the Budget & Treasury Office/Department • Provide support and advice to the Municipal Manager and Council • Implement departmental Service Delivery Budget Implementation Plan (SDBIP) • Develop and implement key strategic/business plans including Supply Chain Management, Revenue Management, Expenditure Management and Budget & Reporting • Direct and control key deliverables and outcomes for the department • Liaise with internal and external stakeholders • Facilitate stakeholder participation and involvement • Ensure legislative, regulatory, policy, practices and operating standards compliance.

Requirements: • A B.Com Degree or equivalent in Financial Management and/or Accounting at NQF level 6 • A postgraduate qualification will be an added advantage • At least 5 years' senior managerial experience preferably within a Local Government Environment • Knowledge of MFMA, GRAP & GAMAP, treasury regulations, DORA and Supply Chain Management is essential • Eligibility in terms of the competence framework for senior/section 57 managers as promulgated by the minister of co-operative governance and traditional affairs.

Competencies: • Strategic capacity and leadership • Financial management capabilities especially budget management and municipal finance management • Policy formulation, monitoring and evaluation • Analytical ability • Networking, interpersonal, negotiation, facilitation and conflict management • Good communication skills.

DIRECTORATE: FINANCIAL SERVICES

MANAGER: BUDGET OFFICE

Employment term: Permanent

Remuneration: T15 of a grade 3 municipality, vehicle allowance

Key performance areas: • Responsible for management and planning of budget office function • Submit financial statements • Draw up municipal budget • Management of Asset register • Investment Administration.

Requirements: • Relevant B. Degree or equivalent • 5 years' relevant experience • Excellent computer skills • Knowledge of MFMA and treasury regulations.

SENIOR ACCOUNTANT: REVENUE MANAGEMENT AND RECONCILIATIONS

Employment term: Permanent

Remuneration: T12 of a grade 3 municipality

Key performance areas: • Reconciliations & Revenue management • Manage accounting and cashier services • Manage indigent register • Manage implementation of valuation role.

Requirements: • Relevant degree or equivalent • 3 years' relevant experience • Excellent computer skills.

Enquiries: Mr Ian Kenned at tel. 027 482-8000

Important: Forward your application to: The Municipal Manager: Private Bag X2 Clanwilliam, 8135 • Mark the Envelope clearly: Application for Vacancy • Application forms are available on the municipal website: www.cederbergmunicipality.co.za and must be completed in the applicant's own handwriting • See full advertisement as well as terms and conditions on the municipal website • Applications must be accompanied by a comprehensive CV with certified copies of qualifications and other relevant documents • No applications received via fax or email will be considered • Applications without the above will not be considered.

Closing date: 9 March 2012 at 12:00

General: • The Cederberg Municipality reserves the right not to make an appointment • Fraudulent qualifications or documentation will immediately disqualify an applicant • Successful candidates will be expected to enter into an annual performance agreement • No CV's or application documents will be returned to candidates for any reason • If you are not invited for an interview within 60 days, you may deem your application to be unsuccessful • Indicate clearly the vacancy for which you are applying.

Ian Kenned

Municipal Manager

Notice No: 20/2012