



DIRECTORATE: FINANCIAL SERVICES

DEPUTY DIRECTOR: EXPENDITURE AND SUPPLY CHAIN MANAGEMENT
(The post is subject to TASK Job Evaluation outcomes report)

WC0440545

REF: FINAN T19 01/09/2021

SALARY SCALE: R881 784 – R1 144 632 per annum T19

REQUIREMENTS:

- A relevant B-Degree or equivalent NQF7 in Accounting, Finance and / or Economics;
- To obtain Municipal Minimum Competency within 18 months of appointment, if not already completed;
- Good knowledge of MS Word and Excel;
- Valid Code B Driver's Licence;
- 6 Years' applicable experience at middle and senior management level of which at least 2 years must be at senior management level;
- Ability to communicate fluently in 2 of the 3 official languages of the Western Cape.

SPECIAL CONDITIONS ATTACHED TO THE POSITION:

- Must have good managerial skills and be able to function independently with a high level of integrity;
- Must be able to handle conflict, motivate staff and manage all HR related matters;
- Must be able to function under pressure to meet deadlines;
- Analytical and strategic thinking abilities;
- Must have municipal experience and thorough knowledge of the municipal legislation;
- Ensure legal compliance within the Department.

DUTIES:

- To ensure that all controls within the finance directorate are effective and efficient in order to identify, prevent and detect the possibility of material misstatement and fraud;
- To ensure the necessary budget control regarding the capital and operating budget of the section;
- To ensure that the sub-directorate's human resources are being utilised efficiently and effectively and that the performance is monitored regularly to ensure the achievement of the Directorates objectives;
- To ensure effective and efficient budgeting, forecasting and utilisation of municipal resources in order to achieve the objectives of the municipality;
- To ensure that information, advice or opinions relevant to the functionality of the position is communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanations and facts;
- To ensure that the administrative sequences dictating payroll, expenditure and SCM reporting requirements are complied with and that correspondence is responded to;
- To ensure the efficient and effective adherence to Supply Chain Management and Expenditure Management procedures and processes are maintained;
- To ensure the storage and safe keeping of all SCM, expenditure and payroll documents;
- To manage the development and maintenance of methods and procedures (registration, reconciliation, payments and discounts) that will ensure efficient and effective accounting expenditure and payroll management in line with the requirements of the MFMA.

ENQUIRIES: MR R DU PLESSIS (044 – 801 9035)

The George Municipality will consider all applications in terms of their Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, in particular with the emphasis on appointing candidates from the designated/under – represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV, covering letter with a completed application form obtainable from the HR Office, Civic Centre, York Street, George. Please address your application to: The Manager Human Resources, PO Box 19, George, 6530 or via e-mail: HRAdmin@george.gov.za

Please note: Please attach certified copies of highest educational qualifications or relevant qualifications as per the job requirements. **State clearly on your application the reference number and post for which you are applying.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Each post must be on a separate application form. Late applications or applications sent via fax will not be accepted. If you are not invited for an interview within 3 months of the closing date, please accept that your application was unsuccessful.

GEORGE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT

CLOSING DATE: 15 OCTOBER 2021



DIREKTORAAT: FINANSIËLE DIENSTE

ADJUNK DIREKTEUR: UITGAWE- EN VOORSIENINGSKANAAL BESTUUR (Die pos is onderhewig aan TASK evalueringsuitkomst verslag)

WC0440545

VERW: FINAN T19 01/09/2021

Salarisskaal: R881 784 - R1 144 632 per jaar T19

VEREISTES:

- 'n Relevante B-graad of NQF7-ekwivalent in Rekeningkunde, Finansies en / of Ekonomie;
- Om Munisipale Minimum Bevoegdheidsvereiste binne die 18 maande na aanstelling te verkry, indien nog nie verwerf nie;
- Goeie kennis van MS Word en Excel;
- Geldige Kode B bestuurslisensie;
- 6 Jaar toepaslike ondervinding op middel- en senior bestuursvlak en ten minste 2 jaar moet op senior bestuursvlak wees;
- Vermoë om vlot te kommunikeer in 2 van die 3 amptelike tale van die Wes -Kaap.

SPESIALE VOORWAARDES VERWANT AAN DIE POS:

- Moet oor goeie bestuursvaardighede beskik en onafhanklik funksionele besluite kan neem met hoë integriteit vlakke;
- Moet konflik kan hanteer, personeel kan motiveer en alle Menslike Hulpbronne aspekte hanteer;
- Moet onder druk kan funksioneer om sperdatums te haal;
- Analitiese en strategiese denkvaardighede;
- Moet beskik oor bewese munisipale ervaring asook 'n deeglike kennis van munisipale wetgewing;
- Verseker wetlike nakoming binne die Departement.

PLIGTE:

- Om te verseker dat alle beheermaatreëls binne die Direkoraat Finansies effektief en doeltreffend is om die moontlikheid van wesenlike wanvoorstelling en bedrog te identifiseer en te voorkom;
- Om kapitaal en bedryfsbegroting beheer in die afdeling te bestuur;
- Om te verseker dat die sub-direkoraat se menslike hulpbronne doeltreffend en effektief aangewend word en die prestasie gereeld gemoniteer word om die bereiking van die direkoraat se doelwitte te verseker;
- Om effektiewe en doeltreffende begroting, vooruitskatting en benutting van munisipale hulpbronne te verseker om die doelwitte van die munisipaliteit te bereik;
- Om te verseker dat inligting, advies of menings wat relevant is vir die funksionaliteit van die posisie deur die verskillende mediums gekommunikeer word en akkuraat geïnterpreteer word deur voldoende en duidelike verduideliking en feite te verskaf;
- Om te verseker dat administratiewe prosesse gevolg word ten einde te verseker dat uitgawes en Voorsieningskanaal bestuur en verslagdoeningsvereistes nagekom word en dat korrespondensie beantwoord word;
- Om te verseker dat die prosedures en prosesse in die afdeling effektief nagekom word
- Verantwoordelik vir die veilige bewaring van alle voorsieningskanaalbestuur, uitgawe en besoldigings dokumente;
- Om die metodes en prosedures (registrasie, rekonsiliasies betalings) te ontwikkel en te bestuur ten einde effektiewe uitgawe- en besoldigingsbestuur te handhaaf volgens die vereistes van die MFB (MFMA).

NAVRAE: MNR R DU PLESSIS (044 – 801 9035)

Die George Munisipaliteit oorweeg alle aansoeke in terme van sy Diensbillikeidsplan, wat erkenning verleen aan die dringende behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte kandidate uit die aangewese/ondervertegenwoordigde groepe. Gunswerwing met die doel om aangestel te word, sal u outomaties vir die pos diskwalifiseer.

Indien u aan die posvereistes voldoen, stuur 'n volledige CV, dekbrief en aansoekvorm, verkrygbaar by die kantoor: Menslike Hulpbronne, Burgersentrum, Yorkstraat, George. Rig u aansoek aan: Die Bestuurder, Menslike Hulpbronne, Posbus 19, George, 6530 of per e-pos: HRAdmin@george.gov.za

Let wel: Heg asseblief gesertifiseerde afskrifte van u hoogste opvoedkundige kwalifikasies of relevante kwalifikasies soos vereis van die pos aan u aansoek. **Meld asseblief duidelik op u aansoek die verwysingsnommer en pos waarvoor u aansoek doen.** Neem kennis dat u aansoek aan verifikasie van kwalifikasies, krediet en kriminele rekords, onderwerp sal word.

Elke pos moet op 'n afsonderlike aansoekvorm ingevul word. Laat aansoeke of aansoeke per faks sal nie aanvaar word nie. Indien u nie binne 3 maande na die sluitingsdatum vir 'n onderhoud genooi word nie, kan u aanvaar dat u aansoek onsuksesvol was.

DIE GEORGE MUNISIPALITEIT BEHOU DIE REG VOOR OM NIE 'N AANSTELLING TE MAAK

SLUITINGSDATUM: 15 OKTOBER 2021