



CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 118/2020



The Cederberg Municipality, which includes the towns, Citrusdal, Clanwilliam, Graafwater, Lamberts Bay and Elands Bay, as well as a large rural area, invites applications from suitably qualified candidates to fill the following position within its establishment. The Cederberg Local Municipality is an equal opportunity, and Affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply. Preferences will be given to internal candidates and candidates within the district Municipality.

LOCAL ADVERTISEMENT

DIRECTORATE: SUPPORT SERVICES
MANAGER: REVENUE MANAGEMENT

Duties: To manage and control the implementation of revenue policies, credit control procedures and render expenditure services to ensure compliance, proper systems, policies, procedures and control • Performs activities / tasks associated with the management of the Income Division / Revenue, Credit Control & Expenditure and render an effective services to the public to ensure that all applicable financial functions been rendered according to Council policy, ordinance and legislation from income being levied correctly • Ensure that the correct accounts reach the public in time for payment • To ensure an effective financial income service to meet the Municipality objectives • To support main job functions and to ensure quality expenditure services delivery • Attends to specific administrative recording and reporting requirements • The full scope of duties is contained in the job description.

Requirements: BCom Degree in Financial Management or equivalent 3 year tertiary qualification • Comply with Municipal Minimum Competency Levels for Middle Management (R. 493) • Code B Drivers Licence • Fluent in two of the three official languages of the Western Cape • Computer Literate in MS Word / Excel / Outlook • Attention to detail • Accounting skills • Protocol and business ethics • Good communication abilities • Able to handle conflict • Able to work under pressure • Time management • 5 years' relevant experience.

MANAGER: FINANCIAL MANAGEMENT SERVICES

Duties: To manage and control the implementation of budget policies, systems and procedures and financial statement processes, assets and financial management information systems and internal control procedures to ensure legislative compliance and sound financial management practices • Manages the key performance and result indicators associated with the preparation of the annual operating, capital and adjustment budgets • Compilation of financial statements of the municipality through the implementation of laid down policies and procedures dictating financial reporting and recording requirements • Providing input into longer term objective setting and financial planning sequences and directing and executing accounting procedures and processes associated with financial reporting, Investments and budget control • Reporting in terms of the MFMA as well as National and Provincial Treasury • Completing all statistical data required in legislation related to the municipal financial position • Manage and oversee the maintaining and controlling of the Asset Register of the Municipality • Manage and control the maintenance of Council's Insurance Portfolio • The full scope of duties is contained in the job description.



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Requirements: Degree in Financial Management or equivalent 3 year tertiary qualification • Comply with Municipal Minimum Competency Levels for Middle Management (R. 493) • Code B Drivers Licence • Good management, human relations, interpersonal and communication skills • Conflict handling skills • Ability to give attention to detail • High level of responsibility • Ability to work under pressure • Financial management skills • Negotiation skills • Fluent in two of the three official languages of the Western Cape • Computer Literate in MS Word / Excel / Outlook • Accounting skills • Protocol and business ethics • Good communication abilities • Able to work under pressure • Time management • 5-6 years' relevant experience.

Remuneration: T16 (R 530 177.52 – R 688 201.80) per annum plus normal municipal benefits.

CLOSING DATE: 04 December 2020, at 12H00

ENQUIRIES: Mr H Witbooi on tel. 027 482 8000

IMPORTANT:

Forward your application) in your own handwriting on the prescribed application form to: The Municipal Manager: Private Bag X2 Clanwilliam, 8135 Mark the Envelope clearly: Application for Vacancy • Application forms are available from the municipal offices and the municipal website: www.cederbergmunicipality.co.za and must be completed in the applicants own handwriting • Applications must be accompanied by a comprehensive CV with certified copies of qualifications (Not older than three months) and other relevant documents • No applications received via fax or email will be considered • Applications without the above will not be considered • The Cederberg Municipality reserves the right not to make an appointment • Candidates will be subjected to reference checks • Fraudulent qualifications or documentation will immediately disqualify an applicant • Direct or indirect canvassing with councillors or officials for preferential treatment will lead to immediate disqualification of the relevant applicant • Correspondence regarding the advertised position will be limited to shortlisted candidates • Do not send original documentation • 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 you are applying for • should there be any errors or omissions on this advert; the relevant job description, grading and or municipal policies will supersede such error or omission • It is important that applicants must have a South African revenue services (SARS) registration number. Failure to provide a SARS number will disqualify your application.

NO CRIMINAL RECORD (IMPORTANT – VALID SAPS CLEARANCE CERTIFICATE OR PROOF OF APPLICATION OF CLEARANCE CERTIFICATE MUST ACCOMPANY APPLICATION – APPLICANTS MUST PROVIDE A VALID POLICE CLEARANCE CERTIFICATE NOT OLDER THAN 6 MONTHS ON THE DAY OF THE INTERVIEW – APPLICANTS WHO DOES NOT PROVIDE THE VALID CLEARANCE CERTIFICATE ON THE DAY OF THE INTERVIEW WILL AUTOMATICALLY BE DISQUALIFIED

H SLIMMERT
MUNICIPAL MANAGER