

# THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown*

*Northern Cape Province, Republic of South Africa*

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHALENI

✉ Private bag X3 HOPETOWN 8750

Church Street HOPETOWN 8750

☎ (053) 203 0005/8/442

Fax (053) 203 0490

[www.thembelihlemunicipality.gov.za](http://www.thembelihlemunicipality.gov.za)

## EXTERNAL/INTERNAL ADVERTISEMENT (6 MONTHS FIXED TERM CONTRACT)

NOTICE NO: 5/2022

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

### DIRECTORATE: FINANCE DEPARTMENT

### POST: MANAGER TREASURY SERVICES

MONTHLY SALARY: R38 229.17 (Notch 1 Task Grade 14 of Category 1 Local Authority).

### Abovementioned post offers the following benefits

- Leave benefits

### KEY REQUIREMENTS:

- Preferably a B Comm Accounting or any other equivalent and relevant qualification or proven practical experience plus willingness to further your studies.
- Minimum of 10 years' relevant experience in Local Government.
- Understanding and knowledge of financial computer systems.
- A very good understanding of the Municipal Finance Management Act (MFMA) and Treasury Regulations and other legislation, procedures and processes pertaining to Local Government finance.
- Must have gained at least three years' hands-on experience in the Supply Chain Management function in a local authority.
- Must have gained at least four years' hands-on experience in the compilation of a municipal budget/adjustment budget.
- Must have gained at least four years' hands-on experience in the compilation of Annual Financial Statements of a municipality.
- Must have gained at least four years' hands-on experience in the finalisation of the audit of the Annual Financial Statements of a municipality.
- Must have at least three years' experience in the compilation and implementation of audit action plans.

- Must have at least three years' experience in completing and submitting of MFMA reporting requirements.

## **DUTIES AND RESPONSIBILITIES**

**The incumbent will be directly accountable to the Acting Chief Financial Officer and will be responsible for the following:**

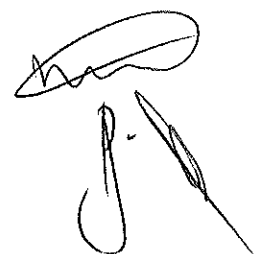
- Full responsibility for the compilation and implementation of the municipality's Budget/Adjustment budget and SDBIP;
- Full responsibility for the completion and submission of all MFMA monthly/quarterly/half-yearly/annual reporting;
- Responsible for ensuring that the MFMA and Financial Regulations are adhered to by the Municipality.
- Full responsibility with the compilation of Annual Financial Statements;
- Full responsibility for the compilation of the Audit Action Plan (both internal and external audits) and oversight role to ensure all items included in the Audit Action Plan are attended to during the year;
- Management of the Supply Chain Management function which include inter alia Demand management, Acquisition management, Logistics management and Disposal management;
- Full responsibility to ensure that Asset Register and System is updated regularly;
- Assist with compilation of Annual report;
- Bank reconciliations;
- Any reasonable task that may be assigned by the Acting Chief Financial Officer

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

**Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager.**

**Enquiries can be directed to the Manager HR and Administration: Mr P. Jafta at 053 2030 005/8.**

**Closing date: 12 OCTOBER 2022 at 12h00**

A handwritten signature in black ink, appearing to be 'P. Jafta', is written above a simple line drawing of a pen nib pointing downwards and to the right.



**Mr LMR Ngoqo**

**Municipal Manager**

**Thembelihle Municipality**

**PO Box X3**

**HOPETOWN**

**8750**

**Tel: 053 2030 005/8**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.