

EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: DEPUTY DIRECTOR: FINANCIAL OPERATIONS

(PERMANENT)

WC044FSRV0583

REFERENCE: FINAN T19 02/03/2023

Salary : R 924 996 – R 1 200 720 per annum T19

Additional Service Benefits : Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements) 13th cheque, and Group Life Insurance .

Perks : Cellphone Allowance and Vehicle Allowance approximatly R 10 285 (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- A relevant 3-year tertiary qualification preferably a National Diploma or B Com with Financial Accounting as a major subject.
- 8 Years or more relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline.
- Computer Literacy (MS Office).

PREFERRED REQUIREMENTS:

- B Com Accounting with Honours Degree with preference for Chartered Accountants with a CA(SA) qualification (NQF 8) or Certified International Management Accountant (CIMA) qualification.

COMPETENCIES:

- Written and Oral Communication
- Advocacy/ Negotiation
- Ethics and Professionalism
- Organisational Awareness
- Litigation Management
- Research and Analysis,
- Interpersonal Relationships
- Communication
- Service Delivery Orientation
- Action Orientation
- Resilience
- Change Readiness
- Cognitive Ability
- Learning Orientation
- Impact and influence
- Team Orientation
- Direction Setting
- Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- To ensure that the Sub-Directorate is strategically aligned with the objectives of the Financial Services Directorate and the George Municipality Strategic Plan as captured in the IDP and SDBIP
- To ensure critical performance indicators are identified and specific measures established to enable and guide the section to plan, manage and or prioritize outcomes accordingly.
- To ensure that all income related responsibilities are complied with according to the conditions stipulated in the MMFA and as delegated to the post by Council.
- To ensure that the Revenue Section has sufficient resources to cope with the workload and the implementation requirements of the various policies, laws and regulations, sufficient statistics and feedback for evaluation purposes and reporting to Council / Provincial- / National Government and that dedicated processes/systems provide a satisfactory debit raising and collection function to both internal and external clients.
- To ensure accurate estimates are prepared in relation to requirements enabling the Section to contribute positively towards meeting objectives and sustaining the quality and standards of service delivery through the application of effective budget principles.
- To ensure that all controls within Finance Directorate are effective and efficient to identify, prevent and detect the possibility of material misstatement and fraud
- 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 that a climate is established which is conducive to managing good relationships and channels of communication.
- To ensure that information, advice, or opinions relevant to the functionality is communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation and facts
- To ensure that Financial Services delivers an effective and accurate flow of information to both internal and external role players and that Council is provided with up to date and accurate information needed for effective strategic and policy decision making

SPECIAL CONDITIONS ATTACHED TO THE POST

- The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements.
- Must have management skills and be able to independently take functional decisions.
- Must be able to function independently and at top level.
- Must be able to handle conflict
- Must be able to manage and motivate staff, including dealing with disciplinary actions.
- Must be able to function under pressure to meet deadlines.
- Ability to communicate fluently in 2 of 3 official languages of the Western Cape.
- Analytical and strategic thinking abilities. High level of integrity
- Ensure legal compliance within the Department.
- The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements. Should a grievance be felt with regard to any such instruction issued, representation may be made to supervision or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.

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

Applicants must submit a formal application form and a comprehensive CV, copies of qualifications, identity document and driver's license. Applications must be submitted **electronically** preferably as one PDF document to recruitment@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or **02 May 2023 at 12:00 pm** . Applicants must clearly state the reference number and position title in the subject line of the email.

Only Electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

- 1. Non-submission of copies of academic qualifications/records.**
- 2. Canvassing of Councillors.**
- 3. Submission of fraudulent qualifications and/ or documents.**

NB: Please note that shortlisted candidates will be subjected to a vetting process. By applying for this position, candidates agree to background checks being performed. The Municipality reserves the right not to make an appointment.

Should you not hear from us within 30 days of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under - represented groups.

CLOSING DATE: 02/05/2023

SIJIKELEZISWA NGAPHANDLE

ICANDELO LOLAWULO: IINKONZO ZEMALI

IGAMA LESITHUBA: USEKELA- MLAWULI: IMISEBENZI YEZEMALI

(NGOKUSISIGXINA)

WC044FSRV0583

REFERENSI: FINAN T19 02/03/2023

Umvuzo: : R 924 996 – R 1 200 720 ngonyaka T19

Iinzuzo ezongezelelweyo zeNkonzo : Uncedo lonyango, Umhlala phantsi, Isibonelelo seZindlu/sokuQesha (ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi ye-13 kunye ne-Inshurensi yoBomi beQela.

Inzuzo : Imali evunyelweyo kaNomyayi kunye neMali evunyelweyo yeSithuthi malunga nama-R 10 285 ngokuxhomekeke kwiimfuneko ezimiselweyo)

IIMFUNENKOSI EZINCINANE:

- Isiqinisekiso esifanelekileyo semfundo ephakamileyo seminyaka emi-3 kukhethwa iDiploma yeSizwe okanye iB Com eneFinancial Accounting njengesona sifundo siphambili.
- Iminyaka esi-8 okanye ngaphezulu yamava afanelekileyo aquka yonke imiba yenkqubo yezemali efanelekileyo kunye noLawulo lolwazi lwezemali okanye ube ufumene amava engcali kwinkalo yezemali.
- Ulwazi lwekhompyutha (MS Office).

IIMFUNENKOSI EZIKHETHWAYO:

- I-B Com Accounting eneSidanga esingentla kwesokuqala enokhetho lwee- 'Chartered Accountant ezinesiqinisekiso seCA (SA) (NQF 8) okanye isiqinisekiso esiQinisekisiweyo soMcwangcisi-mali woLawulo waMazwe ngaMazwe (CIMA).

UBUCHULE:

- Unxibelelwano olubhaliweyo nolomlomo
- Uthethelelo/ uthethathethwano
- Imigaqo yokuziphatha ngokusesikweni nobuNgcali
- Ulwazi loMbutho
- Ulawulo lwamaTyala oMangalelwano
- Uphando noHlalutyo,
- Ubudlelwane phakathi kwabantu
- Unxibelelwano
- Ukuqhelaniswa nonikezelo lweenkonzo
- Ukuqhelaniswa neNyathelo
- Ukomelela
- Ukulungela inguqu
- Isakhono sokuqonda
- Ukuqhelaniswa nokufunda
- Impembelelo nefuthe
- Ukuqhelaniswa neQela
- Ukubeka umkhomba ndlela
- Ukuqeqesha kunye nokuthantamisa.

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Ukuqinisekisa ukuba iCandelwana loLawulo lilungelelaniswe ngobuchule neenjongo zeCandelo leeNkonzo zeMali kunye nesiCwangciso soBuchule sikaMasipala waseGeorge njengoko kubhaliwe kwi-IDP nakwiSDBIP.
- Ukuqinisekisa ukuba izalathisi zentsebenzo ezibalulekileyo zalathiwe kwaye kumiselwe amanyathelo athile okwenza icandelo lenziwe libe nako kunye nokukhokela icandelo ukuba licwangcise, lilawule okanye libeke phambili iziphumo ngokufanelekileyo.

- Ukuqinisekisa ukuba lonke uxanduva olunxulumene nomvuzo luyathotyelwa ngokwemiqathango echazwe kwiMMFA nanjengoko kunikezelwe kwisikhundla liBhunga.
- Ukuqinisekisa ukuba iCandelo leNgeniso linezibonelelo ezaneleyo zokumelana nomthwalo womsebenzi kunye neemfuneko zokuphunyezwa kwemigaqo-nkqubo eyahlukeneyo, imithetho nemimiselo, iinkcukacha-manani ezaneleyo kunye nengxelo ngeenjongo zovavanyo kunye nokunika ingxelo kwiBhunga / kwiPhondo/kuRhulumente weSizwe nokuba iinkqubo/iinkqubo ezinikelweyo zibonelela ngomsebenzi owanelisayo wokunyuswa kwamatyala kunye nokuqokelela kubaxumi bangaphakathi nabangaphandle.
- Ukuqinisekisa ukuba uqikelelo oluchanekileyo lulungisiwe ngokunxulumene neemfuneko ezivumela iCandelo ukuba libe negalelo elincomekayo ekuhlangabezani iinjongo nokugcina ubulunga nemigangatho yonikezelo lwenkonzo ngokusetyenziswa kwemithetho-siseko esebenzayo yohlahlo lwabiwo-mali.
- Ukuqinisekisa ukuba ulawulo kwiCandelo loLawulo lwezeMali luyasebenza kwaye lusebenza ngempumelelo ukwalatha, ukunqanda kunye nokufumanisa ukwenzeka kwengxelo eyimpazamo kunye nobuqhophololo.
- Ukuqinisekisa ukuba abasebenzi becandelwana lolawulo basetyenziswa ngokufanelekileyo nangempumelelo nokuba umsebenzi ubekwe esweni rhoqo ukuqinisekisa impumelelo yeenjongo zeCandelo loLawulo.
- Ukuqinisekisa ukuba imeko iyamiselwa evumela ukulawulwa kobudlelwane obulungileyo kunye nemijelo yonxibelelwano
- Ukuqinisekisa ukuba ulwazi, ingcebiso, okanye izimvo ezifanelekileyo kumsebenzi zidluliselwa ngeendlela ezahlukeneyo kwaye zitolikwa ngokuchanekileyo ngokubonelela ngengcaciso eyaneleyo necacileyo kunye neenyano.
- Ukuqinisekisa ukuba iiNkonzo zeMali zinikezela ngolwazi olusebenzayo noluchanekileyo kubo bobabini abathathi-nxaxheba bangaphakathi nabangaphandle kwanokuba iBhunga libonelelwa ngolwazi oluhlaziyiweyo noluchanekileyo olufunekayo ukuze kuthathwe izigqibo ngobuchule nemigaqo-nkqubo.

IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA

- Imisebenzi edweliswe kule nkcazo yomsebenzi ayiphelelanga, yaye umqeshi unelungelo lokuyalela umqeshwa ngalo naliphi na ixesha ukuba enze imisebenzi eyongezelekileyo okanye uxanduva olungena ngokufanelekileyo kwinkcazo yomsebenzi, okanye ngokungqinelana neemfuno zomsebenzi.
- Kufuneka ube nezakhono zokulawula kwaye ukwazi ukuthatha izigqibo ezisebenzayo ngokuzimeleyo.
- Kufuneka ukwazi ukusebenza ngokuzimeleyo nakwinqanaba eliphezulu.
- Kufuneka ukwazi ukujongana nongqzulwano
- Kufuneka ube nako ukulawula nokukhuthaza abasebenzi,kuquka nokuqwalasela namanyathelo oluleko
- Kufuneka ukwazi ukusebenza phantsi konxinzelelo lokuhlangabezana nemihla ebekiweyo.
- Ukukwazi ukunxibelelana kakuhle ngeelwimi ezi-2 kwezi-3 ezisemthethweni zaseNtshona-Koloni.
- Izakhono zokuhlalutya kunye nokucinga ngobuchule. Umgangatho ophezulu wobulungisa
- Ukuqinisekisa ukuthotyelwa komthetho ngaphakathi kweSebe
- Imisebenzi edweliswe kule nkcazo yomsebenzi ayiphelelanga,kwaye umqeshi unelungelo lokuyalela umqeshwa ngalo naliphi na ixesha ukuba enze imisebenzi eyongezelelweyo okanye uxanduva oluwela ngokufanelekileyo kumbindi wenkcazo yomsebenzi, okanye ngokungqinelana neemfuno zomsebenzi. Ukuba kuvakala isikhalazo malunga nawo nawuphi na umyalelo ololo hlobo okhutshiweyo, umelo lunokwenziwa kumongameli okanye kwigunya elingaphezulu ngendlela yenkqubo yesikhalazo, kodwa okokuqala umyalelo uya kuthotyelwa

IMIBUZO: MNU. R. DU PLESSIS (044 – 801 9035)

Abafaki -zicelo kufuneka bangenise ifomu yesicelo esemthethweni kunye neCV ebanzi, iikopi zeziqinisekiso zemfundo, isazisi, kunye nephepha- mvume lokuqhuba. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa-recruitment@george.gov.za. Ifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla wesi-02 uCanzibe 2023 ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili.**

Zizicelo ezifakwe ngekhompyutha kusetyenziswa i-intanethi kuphela eziya kwamkelwa.

Ukuthintelwa:

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:

1.Ungangeniswa kweekopi zeziqinisekiso zemfundo/ iirekhodi.

2.Ukurhwetyeshwa kooCeba.

3.Ukungeniswa kweziqinisekiso zobuqhophololo kunye /okanye amaxwebhu

QAPHELA: Nceda uqaphele ukuba abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi
UMasipala ugcina ilungelo lokungaqeshi

Ukuba awukhange uve kuthi phakathi kweentsuku ezingama-30 zomva wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelana nomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye noLungelelwaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo

UMHLA WOKUVALA: 02/05/2023