

EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: MANAGER BUDGET & FINANCIAL MANAGEMENT

PERMANENT APPOINTMENT

WC0443404

REFERENCE: MGMT BUDGET 08/2023

Salary	: R 651 444 – R 845 592 per annum T16
Additional Service Benefits	: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
Perks	: Cell Phone and Vehicle Allowance (Subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- 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.
- Relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject.
- Valid Code B Drivers License
- Computer Literate (MS Office)
- Compliance with the minimum competency requirements for financial officials as laid down in Government Notice R493 dated 15 June 2007 or alternatively as per the exemption as laid down in the Government Gazette 40593 dated 03 February 2017

COMPETENCIES:

- Functional Competencies: Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting, Financial process Management.
- Professional Competencies: Oral Communication, Written Communication, Organisational Awareness, Problem Solving, Planning and Organising.
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation.
- Personal Competencies: Action and outcome orientation, Resilience, Cognitive ability, Change readiness, Learning orientation.
- Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- Statutory Frameworks, Policies and Procedures Management.
- Management and Compilation of the Annual and Adjustment Budgets.
- Co-Ordination and Compilation of The SDBIP.
- Budget Reporting and Control Management.
- Capacitating departments to effectively manage and cost expenditures and do forecasts, plan, capture and provide data for the timely compilation of the annual /interim Municipal budget in terms of the MFMA (GRAP), and the approved Integrated Development Plan.
- Personnel Management.
- Data Integrity Management.
- Financial Resource Management.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must have management qualities 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 motivate staff.
- Must be able to function under pressure to meet deadlines.
- Ability to communicate fluently in 2 or 3 official languages of the Western Cape.
- Analytical and strategic thinking abilities.
- High level of integrity
- Ensure legal compliance within department.
- Must have numerical skills.
- Must give attention to detail.
- Must be able to negotiate.
- Knowledge of relevant legislation.
- Knowledge of various aspects of municipal systems and procedures and all relevant legislation re MFMA and Housing Act.
- Knowledge and background pertaining to Housing is important.
- Attend meetings after hours when necessary.
- Information and training sessions are held out of town.

ENQUIRIES: MR L WALLACE (044-801 9032)

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications (with statement of results), identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to FinancePosts@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 before **15 September 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete application form in full.**

Only electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months 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.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: 15 September 2023

SIJIKELIZISWA NGAPHANDLE

***ICANDELO LOLAWULO: IINKONZO ZEMALI**

IGAMA LESIKHUNDLA: UMPHATHI KUHLAHLA LWABIWO-MALI & NOLAWULO LWEZEMALI

UKUQESHA NGOKUSISIGXINA

WC0443404

IREFERENSI: MGMT BUDGET 08/2023

Umvuzo : R 651 444 – R 845 592 ngonyaka T16

Iinzuzo ezongezelelweyo zeenkonzo Uncedo loNyango, Umhlala phantsi, Isibonelelo seZindlu (ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi ye-13 kunye ne -Inshurensi yoBomi beQela.

Isongezo somvuzo : Isibonelelo sikaNomyayi kunye neSithuthi (Ngokuxhomekeke kwimfuneko ezimiselweyo)

IIMFUNEKO EZINCINANE:

- Iminyaka esi-8 okanye ngaphezulu yamava afanelekileyo abandakanya yonke imiba efanelekileyo yenkqubo yemali kunye noLawulo lolwazi lwezeMali okanye ube ufumene amava engcali kwinkalo yezemali
- Isiqinisekiso semfundo ephakamileyo esifanelekileyo seminyaka emi-3, kukhethwa iDiploma yeSizwe okanye i-B Com enoCwangciso -mali lwezemali njengesona sifundo siphambili.
- IKhawudi B yephepha- mvume lokuqhuba
- Ulwazi lwekhompyutha: MS Office
- Ukuthotyelwa kwezona mfuneko zisezantsi zobuchule zamagosa ezemali njengoko zibekiwe kwiSaziso sikaRhulumente esingu-R493 somhla we-15 yeSilimela 2007 okanye ngenye indlela ngokokukhululwa njengoko kuchaziwe kwiPhepha-ndaba likaRhulumente 40593 lomhla wesi-03 eyoMdumba 2017

UBUCHULE:

- Ubuchule bokusebenza: Ucwangciso- mali, Ukufumana,Uhlahlo lwabiwo-mali,Ulawulo lwezeMali lindleko, Inxelo yezeMali, Ulawulo lwenkqubo yezemali.
- Ubuchule obungundoqo boBungcali:Unxibelelwano loMlomo, Unxibelelwano olubhaliweyo,Ulwazi loMbutho, Ukuzombulula Inxaki, Ucwangciso noLungiselelo.
- Ubuchule boqhelaniswa neenkonz zoLuntu: Ubudlelwane phakathi kwabantu, Unxibelelwano,Ukuqhelaniswa nokunikezelwa kweenkonzo.
- Ubuchule boMntu:Ukuqhelaniswa neNyathelo kunye neziphumo, Ukomelela, Isakhono sokuqonda, Ukulungela inguqu, Ukuqhelaniswa nokufunda.
- Ubuchule boLawulo/ bobunkokheli: Impembelelo nefuthe, Ukuqhelaniswa neQela,Ukubeka umkhombandlela, ukuqeqesha kunye nokuthantamisa.

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- IiNkqubo-sikhokelo ezisemthethweni, iMigaqo-nkqubo kunye noLawulo lweNkqubo.
- Ulawulo kunye nokuQulunqwa kohlahlo lwabiwo-mali loNyaka kunye noloHlenga- hlengiso.
- Ulungelelaniso kunye nokuQulunqwa kwe-SDBIP.
- Ukunikezelwa kweNngxelo yoHlahlo lwabiwo-mali kunye noLawulo.
- Ukuxhobisa amasebe ukuze alawule ngokufanelekileyo kwaye axabise inkcitho kwaye enze uqikelelo, ucwangcise, ufake kwaye unikezele ngolwazi ukulungiselela ukuqulunqwa kwangexesha kohlahlo lwabiwo-mali lukaMasipala lonyaka/lwexeshana ngokweMFMA (GRAP), kunye neSicwangciso soPhuhliso esiManyiweyo esamkelweyo.
- ULawulo lwaBasebenzi.
- ULawulo lwengqibelelo yolwazi.
- ULawulo lweMithombo yeMali.

IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA

- Kufuneka ube neempawu zezakhono zokulawula kwaye ukwazi ukuthatha izigqibo ezisebenzayo ngokuzimeleyo.
- Kufuneka ikwazi ukusebenza ngokuzimeleyo nakwinqanaba eliphezulu.
- Kufuneka ikwazi ukujongana nempixano
- Kufuneka ukwazi ukukhuthaza abasebenzi.
- Kufuneka ukwazi ukusebenza phantsi koxinzelelo lokuhlangabezana nemihla ebekiweyo.
- Ukukwazi ukunxibelelana ngeelwimi ezi-2 kwezi-3 ezisemthethweni zaseNtshano-Koloni
- Izakhono zokuhlalutya kunye nobuchule bokucinga
- Umgangatho ophezulu wobulungisa
- Ukuqinisekisa ukuthotyelwa komthetho ngaphakathi kwisebe.
- Kufuneka ube nezakhono zamanani.
- Kufuneka unike ingqalelo kwiinkcukacha
- Kufuneka ukwazi ukuthetha-thethana.
- Ulwazi lomthetho ofanelekileyo.
- Ulwazi lwemiba eyahlukeneyo yeenkqubo zikamasipala kunye nemigaqo kunye nayo yonke imithetho efanelekileyo yeMFMA kunye noMthetho weZindlu.
- Ulwazi nemvelaphi emalunga neZindlu lubalulekile.
- Ukuzimasa iintlanganiso emva kweeyure zomsebenzi xa kuyimfuneko.
- Iiseshoni zolwazi noqeqesho zibanjelwa ngaphandle kwedolophu.

IMIBUZO: MNU L WALLACE (044-801 9032)

IMIYALELO KUBAFKI- ZICELO

Abafaki-zicelo kufuneka bangenise ifomu yesicelo esemthethweni, egcwaliswe onke amacandelo kunye ne-CV ebanzi, iikopi eziqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6 ubudala) zeziqinisekiso ezifanelekileyo (ezinengxelo yeziphumo) isazisi kunye nephephamvume lokuqhuba, ukuba kufanelekile. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa- FinancePosts@george.gov.za. Iifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla **15 eyoMsintsi 2023** ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko semeyili. Abafaki zicelo kufuneka bagcwalise ifomu yesicelo ngokupheleleyo.**

Zizicelo ezingeniswe ngekhompyutha kusetyenziswa i-intanethi kuphela eziya kwamkelwa.

Ukuthintelwa:

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:

Ukungangeniswa kwamaxwebhu afunekayo okanye ukungeniswa kwamaxwebhu obuqhophololo

Ukurhwetyeshwa kooCeba kunye /okanye amagosa.

Ukungathotyelwa kwemiyalelo ekwisibhengezo sentengiso

QAPHELA: Nceda uqaphele apho kuyimfuneko, abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yohlolo nophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi oluya kuquka nolunye uphononongo olunxulumeneyo.

UMasipala ugcine ilungelo lokungaqeshi.

Ukuba awukhange uve kuthi phakathi kweenyanga ezi-3 zomhla wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelananomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye

noLungelelwaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo

Ukuqeshwa kuya kuxhomekeka kwimfuneko yokusayinwa kwemvumelwano yengqesho kwaye, apho kufanelekileyo, isivumelwano sentsebenzo kunye nokubhengezwa kweenzuzo kunye nomdla.

UMHLA WOKUVALWA: 15 EYOMSINTSI 2023