

# Municipal Manager

**Department: Municipal Manager's Office**

**Duration: Five (05) years Contract, Salary: Negotiable**

**Requirements:** An appropriate B degree in public or Business administration with exposure to Local Government environment or equivalent qualification plus five to ten (5-10) years experience at a senior management level in either Local Government or Public Sector. A postgraduate degree would be advantageous. Extensive knowledge of local Government legislative environment is essential as well as financial management, people management, service delivery focus and strategic management. Sound financial management and the ability to negotiate. An action-driven innovative team-player and far-sighted development strategist.

**Key Performance Areas:** To ensure the performance of all tasks as Accounting Officer. Ensure that the municipality achieves maximum performance in the implementation of its IDP, PMS, SDBIP, 5 Year local government agenda and millennium development goals. The development and implementation of strategies that will have a measurable impact on organisation productivity and financial performance. To manage the provision of services to Local communities in a sustainable and equitable manner. Managing, effectively utilising and training as well as maintaining staff discipline. To facilitate the participation of local communities in the affairs of the municipality. Develop and maintain a system to assess community satisfaction with municipal services. Give advice to political structures and political office bearers of the municipality, setting sound communication with them and administering and carrying out their decisions. Implementing the strategic goals for the municipality through cooperation and innovative teamwork.

# Chief Financial Officer

**Department: Budget and Treasury**

**Duration: Five (05) Year Contract, Salary: Negotiable**

**Requirements:** A Chartered Accountant plus five (5) years experience in financial management, sound knowledge of accounting and auditing principles, and all related legislations. Good understanding of the local government environment. Ability to demonstrate excellent municipal financial management, people management skills with service delivery focus. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, Excel, PowerPoint etc). Valid code B or EB drivers license, with exceptional analytical, coordination, communication and interpersonal skills.

**Key Performance Areas:** Ensure full compliance with applicable legislations, internal policies and procedures by all structures within the municipality. Formulate and review internal financial policies and ensure implementation and adherence. Responsible for all financial services and affairs of the municipality in respect to income and expenditure, and monitor financial computer system and do adjustments as required. Develop and coordinate the financial plan in terms of the IDP, and compile financial reports and statements for submission to the Municipal Manager. Perform any other duties assigned from time to time by seniors in the District.

**Enquiries: Mr Phakane Phahlamohlaka (013 2627300/1/2)**

Sekhukhune District Municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability) in the District Municipality through the filling of these positions and candidates whose appointments will promote representativity will receive preference. Please forward your application letter with detailed CV and certificates to the Department of Corporate Services for the Attention: Ms Mary Maboea / Mr. Makgalemane Mapheto @ the following address: The Municipal Manager, Sekhukhune District Municipality, Private Bag X 8611, Groblersdal, 0470 Tel. (013) 262 7300/1/2 or hand deliver @ 2 Hamman Street, Groblersdal on or before **08 AUGUST 2011. PLEASE NOTE THAT FAXED AND E-MAILED CV'S ARE NOT ACCEPTABLE.** Sekhukhune District Municipality reserves the right not to make an appointment.

Correspondence will be limited to successful candidates only. If you do not receive any response from us within three months from the date of this advertisement, please accept that your application was unsuccessful.

Canvassing for employment on the Council is strictly prohibited. Visit our website at [www.sekhukhune.gov.za](http://www.sekhukhune.gov.za)

**Acting Municipal Manager:  
Mrs M J Ntshudisane**



**SEKHUKHUNE**  
District Municipality

