
Your Ref:

Room 201, Bram Fischer Building

Our Ref:

Date: 23 October 2018

Speaker
Clr Mxolisi Siyonzana

**REQUEST FOR COUNCIL APPROVAL: APPOINTMENT OF SELECTION PANEL FOR
SHORTLISTING AND INTERVIEWING OF CANDIDATES FOR THE VACANT SENIOR
MANAGEMENT POSITION**

1. PURPOSE

To seek Council approval for the appointment of a selection panel for the shortlisting and interviewing of candidates for the vacant senior management position of Chief Financial Officer.

2. BACKGROUND

The position of the Chief Financial Officer has been vacant since 26 March 2018 and Council made an acting appointment of Mr. Steve Rapulungoane for a period of three months (There was a further approval for a three months' acting extension by Council). subsequently, Council also approved the advertisement of the position and it was duly advertised on public media and the municipal website.

To conclude the process of recruitment, the Municipal Council must appoint a selection panel to make recommendations for the appointment of a candidate to the vacant senior management position. The selection panel for the appointment of a manager directly accountable to a municipal manager must consist of at least three and not more than five members, constituted as follows;

- (a) The municipal manager, who will be the chairperson;

- (b) a member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio; and
- (c) at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

In line with good governance and in compliance with the Municipal Systems Act Regulations, a panel member must disclose any interest or relationship with shortlisted candidates during the shortlisting process. Furthermore, the appointed panel members must recuse himself or herself from the selection of the panel if –

- (a) his or her spouse, partner, close family member or close friend has been shortlisted for the post;
- (b) the panel member has some form of indebtedness to a short-listed candidate or vice versa; or
- (c) he or she has any other conflict of interest.

A panel member and staff member must sign a declaration of confidentiality in the prescribed format, to avert the disclosure of information to unauthorised persons. The next step will therefore be for Council to appoint a selection panel for shortlisting, so that it can conduct the shortlisting, screening and interviewing of candidates.

3. DISCUSSION

In terms of Section 80 of the Municipal Finance Management Act (MFMA) every municipality must have a budget and treasury office and which must consist of a chief financial officer designated by the accounting officer and officials of the municipality allocated by the accounting officer. In line with the Municipal Systems Act, the Chief Financial Officer is a senior manager directly accountable to the accounting officer.

In terms of section 81(1)(a) of the MFMA, the Chief Financial Officer is administratively in charge of the budget and treasury office and has an essential function in assisting the accounting officer to carry out his or her financial management responsibilities, in areas ranging from budget preparation to financial reporting and the development and maintenance of internal control policies and procedures. The filling of the vacant position of Chief Financial Officer is therefore critical ensuring good financial management and sustainability of the municipality.

To facilitate the filling of the vacant CFO position, it is proposed that the selection panel be comprised of the following members:


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|-----|-------------------------|--|
| (a) | Adv. Tankiso Mea | City Manager (Chairperson of the panel) |
| (b) | Cllr. Lulama Titi-Odili | MMC: Finance, IDP and Performance Management |
| (c) | Mr. Kopung Ralikontsane | Director General: Free State Provincial Government |
| (d) | Mr. Godfrey Mahlatsi | Head of Department (HOD): Free State Provincial Treasury |

4. RECOMMENDATIONS

It is hereby recommended that:


- (a) That the Council notes the report on the appointment of the selection panel for the vacant senior management position of Chief Finance Officer;
- (b) That the Council approves that the selection panel be constituted in terms of the Municipal Systems Act and as proposed under sub-item 3 in the report; and
- (c) That the Council approve that the panel conducts candidate shortlisting and interviews for the vacant CFO position.

Submitted by



Adv. Tankiso
City Manager 24/10/2018 *

Recommended for approval by



Cllr. Matawana Mlamleli
Executive Mayor