



METRO MUNICIPALITY / METRO MUNISIPALITEIT / LEKGOTLA LA MOTSE

The Mangaung Metro Municipality is an employer of choice, committed to the principles of the Employment Equity Act NO. 55/98 as amended and here now invites suitably qualified persons to apply. The appointment and/or promotion to the below stated positions will be done in line with MMM's equity targets.

EXTERNAL VACANCY BULLETIN – NO. 01/2019 for January 2019

Applicants, who wish to be considered for a post, must e-mail/submit their applications with complete details and comprehensive CV's directly to the address indicated against the particular post. Applicants must please indicate their employee number on their CV's. Applicant may also call on the relevant telephone number as provided for more information.

AN INCOMPLETE APPLICATION WILL DISQUALIFY AN APPLICANT

Certified copies of highest educational qualifications must accompany applications. PLEASE NOTE: NO APPLICATIONS WILL BE CONSIDERED IF THE ABOVEMENTIONED DOCUMENTS ARE NOT ATTACHED. Please note that if you do not receive any correspondence from this organisation, regarding your application, within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

Application forms are also available during working hours from libraries in the Mangaung municipal area.

The closing date in respect of all positions remains 01 February 2019

PLEASE NOTE THAT CV'S/APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED

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DIRECTORATE: FINANCE
Sub-Directorate: Budget and Treasury
GENERAL MANAGER: BUDGET AND TREASURY (Ref. No. 01/01E) (One (01) Post)
Salary level: GM Level Total Cost to Employer

Qualifications and Experience:

B.Com or B.Compt degree plus four (04) years accounting and/or budget management experience.

Core description: The successful candidate will be responsible for the following functions:

- Manage the Budget and Treasury unit dealing with Capital and Operating Budget, Investment and Cash Flow Management by:
 - Develop the strategic plan for the Budget and Treasury unit;
 - Recommend the best budget and reporting solutions;
 - Interprets various legislation relating to budget and treasury management;
 - Identify staff training needs;
 - Select staff to fill vacant positions; and
 - Manage and control staff to enforce discipline.
- Prepare the capital and operating budget for the MTREF period as well as adjustments to the budget by:
 - Ensure that the budget is compiled, submitted to and approved by Council within timelines;
 - Co-ordinates the preparation of operating and capital budget for MTREF by collating requests for Directorates;
 - Submit capital projects to the relevant EMT committees for prioritisation;
 - Make recommendations on how to balance the budget;
 - Submit budget to Council for adaption; and
 - Develop the budget policy and procedures.
- Performs the budgetary control function for the Council, as well as monitoring the implementation of the budget and reporting, by:
 - Ensure that Directorates spending is within the limits of the appropriate funding;
 - Check whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plans;
 - Submit monthly budget statements to eht Chief Financial Officer and City Manager;
 - Prepare the municipal adjustment budget for approval by Council; and
 - Provide financial advice and guidance to all Directorates.
- Cash flow management, investment and management of conditional grats funds received in advance, by:
 - Review and approve the prepared projected cash flow statement of the City;
 - Invest funds not required for immediate use;
 - Oversee the management of conditional grant funding; and
 - Develop and review investment and cash management policy.
- Budget reform and the implementation of the MFMA, by:
 - Develop accounting policies and procedures.

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Additional requirements:

- MFMA (specific chapter 4 and 9)
- Municipal Systems Acts;
- Budgeting and Forecasting;
- Strategic thinking and reporting; Performance management;
- General Accepted Municipal Accounting Practices;
- Local Economic Development Strategy;
- Municipal IDP;
- Change management skills and Leadership and management skills;
- Cognitive capability and Analytical, problem and negotiations skills;
- High level report writing skills;
- Communication and presentation skills;
- Good IT skills including MS Office (Word, Excel, Power Point and Access); and
- Self-motivated and be able to meet tight deadlines.

DIRECTORATE: FINANCE
Sub-Directorate: Budget and Treasury
MANAGER: BUDGET (Ref. No 02/01E) (One (01) Post)
Salary Grade: 003

Qualifications and Experience:

B.Comm Accounting or B Compt plus three (03) years working experience within a municipal accounting and/or budgeting environment which includes some experience at managerial level. Plus extensive knowledge on the use of accounting software and in-depth knowledge of accounting and sound public finance management knowledge (PFMA, MFMA and Treasury Regulations).

Core Description: The successful candidate will be responsible for the following:

- Identify and formulate budget assumptions and strategies for the preparation of the Operating budget
- Develop budget process timetables
- Provide guidelines for budgeting to Directorates with means of budget workshops
- Coordinate preparation of draft and final budget reports by sourcing and interrogating budget inputs received from directorates for consolidation into MMM budget
- Prepare draft budget presentations and attend public hearings and meetings to ensure public participation in the budgetary process
- Perform analysis of financial data to provide management with information and to provide financial guidance to directorates with regard to implementation of annual budget
- Analyse budget reports and scrutinize project expenditure to ensure expenditure incurred is in terms of approved budget
- Review and enhance financial reporting systems to ensure improved reporting systems
- Manage staff and supervise their work to ensure the department operates in an effective and efficient manner
- Control staff attendance and develop staff by identifying skills requirements and training needs
- Responsible for the development, coordination and implementation of policies and procedures in order to develop a framework for the management of budgets

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- Attend meetings with internal and external stakeholders to ensure effective communication and coordination of budgetary information
- Monitor and manage the implementation of projects to ensure that all expenditure incurred is claimed from various external funding sources
- Perform ad hoc duties when required by management
- Certify substance and travelling allowances to ensure correct payments in terms of the policy
- Recommends for approval on behalf of the CFO, applications for participating in the Council's bursary scheme to ensure applicants qualify and comply with the conditions of service

Additional requirements:

- Attention to detail.
- Statistics and analytical skills.
- Ability to work under pressure.
- The ability to guide team leaders and resolve challenges and provide guidance of difficulties experienced at lower levels; and
- Be the implementer of management instructions and tasks.

GM : Human Resource Management
PO Box 3704
BLOEMFONTEIN
9300

Telephonic Enquiries : 051 – 405 8517

OR

e-mail: employ@mangaung.co.za

OR

Submit to the following libraries during office hours:

- **Adelaide Tambo Public Library**
- **Mangaung Library**
- **Fichardtpark Library**
- **Lourierpark Library**
- **Trevor Barlow Library**
- **BP Leinaeng Library**
- **Bainsvlei Library**
- **Botshabelo Library**
- **Thaba Nchu Regional Office**
- **Ikgomotseng Municipal Office**
- **Morojaneng Library**

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- Dewetsdorp Library
- Wepener Library
- Thapelang Library (Van Stadensrus)

Closing Date: 01 February 2019

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