



# EXTERNAL VACANCY

The Mangaung Metro Municipality (MMM) is an employer of choice, committed to the principles of the Employment Equity Act NO. 55/98 as amended. The appointment to the below stated positions will be done in line with MMM's equity targets. The Mangaung Metropolitan Municipality hereby invites suitably qualified applicants from experienced, qualified, innovative, committed, and energetic individuals with vision, for appointment to the following positions below:



**GENERAL MANAGER: BUDGET AND TREASURY** (Ref. nr. E01/01) – (01) Post  
**DIRECTORATE: FINANCE** | Sub-Directorate: Budget & Treasury | Salary level: TOTAL COST TO EMPLOYER (R 1,707,468 / R 1,849,884 / R 2,003,268 Per annum)

#### Qualifications and Experience:

Grade 12 plus Computer Literacy; MS Office plus 3-year tertiary qualification, preferably a B.Com or B.Com with financial accounting as a major subject plus a valid driver's license plus more than 8 years relevant managerial experience covering all aspects of the relevant financial process and the management of financial information or having gained specialist experience in a finance discipline.

**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.
- Develop and manage municipal capital and operating budget for the MTRF period and budget adjustments by ensuring they comply with applicable legislation and National Treasury guidelines and it's linked to the Integrated Development Plan.
- Perform the budgetary control function for the Council, as well as monitoring the implementation of the budgeting and reporting.
- Cash flow management, investment and management of conditional grants funds received in advance.
- Adherence to budget reform and the implementation of the MFMA.

#### Additional requirements:

- Proficiency in at least two (02) official languages of service of MMM.
- Sound public finance management knowledge and National Treasury Regulations, MFMA (specific chapter 4 and 9) and Municipal Systems Acts.
- Strong analytical skills, budgeting and forecasting and strategic thinking and reporting.
- Local Economic Development Strategy.
- Analytical, problem and negotiations skills.
- Ability to work under pressure.
- Strong communication and interpersonal skills.
- Leadership and management skills.
- Self-motivated and be able to meet tight deadlines.

**MANAGER: FINANCIAL STATEMENTS** (Ref. nr. E01/02) – (01) Post  
**DIRECTORATE: FINANCE** | Sub-Directorate: Financial Accounting & Reporting (Group Reporting Division) | Salary level: 003 (R 878,208 / R 907,224 / R 936,288 / R 965,304 per annum)

#### Qualifications and Experience:

Grade 12 plus Computer Literacy; MS Office plus a relevant 3-year tertiary qualification, preferably a National Diploma or B.Compt / B.Acc with Financial Accounting and Auditing as a major subjects. 8 years relevant experience, of which 2 years supervisory experience in compilation of municipal financial statements and project management (AFS and Audit process), covering all aspects of the relevant financial process and the management of financial information or having gained specialist experience in a finance discipline or a CA (SA). Knowledge of the financial statements, caseware and advanced excel. Knowledge of ACL will serve as an added advantage.

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

- Compile annual financial statements.
- Consolidate and review the working papers received from the operations.
- Review and update the accounting policies of the AFS.
- Align the Budget to the AFS requirements (GRAP).
- Reconcile the budget to the AFS.
- Prepare the budget related disclosure for the financial statements.
- Ensure the accounting policies of the municipality adhere to relevant regulations.

#### Submission of Applications:

- Applicants must use a prescribed Application Form for Employment which may be downloaded from the Municipal Website [www.mangaung.co.za](http://www.mangaung.co.za)
- Application form must be completed fully.
- An abridged CV, certified copies of certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof,) qualifications and Identity Document.

uirements of GRAP. Review the working papers for appropriateness for the financial statements.

- Identify changes in the GRAP requirements and prepare a report to management of the details of the changes and their potential impact of the AFS.
- Review the policies approved by council for their impact on the financial statements.
- Prepare a report for the Controls and Operations department on the findings relating to accounting policies and those approved by council.
- Prepare the consolidated financial statement of the municipality.
- Ensure the financial statement of the municipality adhere to the requirements of GRAP.

#### Additional requirements:

Sound knowledge on the use of accounting software and in-depth knowledge of accounting. Sound public finance management knowledge (PFMA and Treasury Regulations). 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 also be the implementer of management instructions and tasks.

**JUNIOR TOWN PLANNER** (Ref. nr. E01/03) – (03) Posts  
**DIRECTORATE: PLANNING, ECONOMIC & RURAL DEVELOPMENT AND HUMAN SETTLEMENTS** | Sub-Directorate: Town & Regional Planning (Development Applications Division) | Salary level: 007 (R 513,540 / R 526,248 / R 539,028 / R 551,724 per annum)

#### Qualifications and Experience:

Grade 12 plus Computer Literacy; MS Office plus B. degree or National Diploma in Town and Regional Planning or equivalent plus 0 – 2 years' relevant experience. Working towards registration as a professional planner, i.e. candidate member will be an added advantage.

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

Provide assistance in the key performance areas associated with Developmental Planning functionality, assisting in aligning functional requirements against objectives, assessing statutory applications for conformance and providing comments, opinions and/or explanations on functional outputs and professional principles to support and implement decisions on land development application.

#### Additional Requirements:

- Proficiency in at least two (02) official languages of service of MMM.
- Good interpersonal skills.
- Planning and organizing skills.
- Attention to detail.
- Ability to design and interpret different types of plans.

**CURATOR/HERPETOLOGIST** (Ref. nr. E01/04) – (01) Post  
**DIRECTORATE: COMMUNITY SERVICES** | Sub-Directorate: Parks and Cemeteries (Zoo and Kwaggafontein Division) | Salary Level: 008 (R 438,396 / R 449,268 / R 460,236 / R 471,096 / R 482,016 // R 513,540 / R 526,248 / R 539,028 / R 551,724 per annum)

#### Qualifications and Experience:

Grade 12 plus Computer Literacy; MS Office plus a relevant 3-year tertiary qualification, preferably a B. Degree in Zoology or related field plus 2 – 3 years' experience in reptile management.

#### Core Description:

- Conduct research on reptiles and amphibians to enhance understanding and conservation efforts.
- Monitor the health and behaviour of the animals, providing necessary care and treatment.
- Develop and implement enrichment programs to stimulate the animals' natural behaviours.

#### Submit to the following Municipal Offices during working hours:

- Brum Fischer Building Ground Floor, De Villiers Street, Bloemfontein or P.O. Box 3704,
- Bloemfontein, 9300.
- Thaba Nchu Regional Office
- Ikgomotseng Municipal Office
- Dewetsdorp Municipal Office
- Wepener Municipal Office
- Thapelong Municipal Office
- Botshabelo Main Library

By applying for a position, applicants give consent that their personal information may be accessed for verification purposes in adherence to the POPI Act.

Canvassing for appointment will automatically disqualify an applicant.

If no reply has been received for your application within 90 days of the closing date, you should consider your application unsuccessful.

The municipality will not take responsibility for information not mentioned in applications. The Municipality reserves the right not to make an appointment.

**MANGAUNG METRO MUNICIPALITY CITY MANAGER, MR. SELLO MORE**