



## RICHTERSVELD MUNICIPALITY

### VACANCY

Richtersveld Municipality invites applications from suitably qualified candidates to fill the following vacant position.

### CHIEF FINANCIAL OFFICER

Permanent Position

Reference: RVM002/2020

**REQUIREMENTS AND EXPERIENCE:** • Bachelor of in Accounting, Finance, Economics, as contained in Notice No. 493, Government Gazette No. 29967 of 15 June 2007 • Compliance with the Amendment requirements contained in the Minimum Competency Levels Regulations, Notice No. 1146, Government Gazette No. 41996 of 26 October 2018 or the ability to complete it within 18 months. Failure to comply with this will result in automatic termination of service within 1 month after expiration of this period. • 5 years experience at middle management level in Local Government or the Public Sector • Must be able to apply sound financial management at strategic level. • In possession of a valid code B/8 driving license • No criminal record.

**KEY PERFORMANCE AREAS:** • Fulfil the role of Chief Financial Officer (CFO) as prescribed by the Municipal Finance Management Act (MFMA), Act 56 of 2003 • Prepare and implement the budget within the legislative timeframes • Advise the senior managers in terms of the budget, accounting analysis, financial reporting, cash management, debt management and other duties as delegated to the CFO • Advise the Municipal Manager, Mayor and other officials regarding financial and economic strategies, policy formulation, development and implementation of applicable financial policies, procedures and rules applicable to the municipality • Preparation and submission of reports on a regular basis to Council, Mayor, Provincial and National Government as prescribed by different legislation • Preparation of medium term financial plans • Calculation, determination and implementation of tariffs for municipal services and facilities • Budget control and monitoring in terms of spending patterns and the generation of income in line with the approved SDBIP and SCM processes • Monitoring and control of daily accounting systems • Preparation and drafting of annual financial statements in line with applicable accounting practices • Cash and investment management • Sundry debtors processes and revenue collection • Development, implementation, monitoring and maintenance of asset register and municipal internal control systems • Management of human resources in the department • Ensure that the system of financial management and internal control established for the municipality is carried out diligently • Ensure that financial and other resources of the municipality are utilised effectively, efficiently, economically and transparently • Ensure that any unauthorised, irregular or fruitless and wasteful expenditure and any other losses are prevented • Ensure that all revenue due to the municipality is collected • Ensure that the assets and liabilities of the municipality are managed effectively and that assets are safeguarded and maintained to the extent necessary • Ensure that the provisions of the MFMA in terms of delegations as in section 79, are complied with.

**SALARY PACKAGE:** • Negotiable under Government Gazette No. 42023 of 8 November 2018 (R781 460 to R955 118). A rural allowance can also be paid at 10% of the annual salary.

**GENERAL:** • Original certified copies of the identity document, qualifications, drivers licence and two references or testimonials not older than 3 months, together with a detailed Curriculum Vitae, must accompany your application • **NO FAXES, EMAILS, INCOMPLETE AND LATE APPLICATIONS WILL BE CONSIDERED** • Candidates who do not meet the requirements do not have to apply • Application form must be signed • **THE PRESCRIBED APPLICATION FORM – “ANNEXURE C”, AS CONTAINED IN THE RELEVANT REGULATIONS, MUST BE COMPLETED AND NOT A Z83** • Applications must reach the Port Nolloth office on/before the closing date and time • **WOMEN, YOUTH AND PEOPLE WITH DISABILITIES ARE WELCOME TO APPLY • CANDIDATES WILL BE SUBJECTED TO A COMPETENCY ASSESSMENT & SECURITY VETTING** • If not hearing from us within 2 months of closing date, consider your application as unsuccessful.

**ADDRESS ENQUIRIES TO:**  
The Acting Strategic Services Manager  
Tel: (027) 851 1111, Fax: (027) 851 1101  
Email: [lorenda@richtersveld.gov.za](mailto:lorenda@richtersveld.gov.za)

Web: [www.richtersveld.gov.za](http://www.richtersveld.gov.za)

**ADDRESS APPLICATIONS TO:**  
The Acting Municipal Manager  
Richtersveld Municipality  
Private Bag X113  
PORT NOLLOTH  
8280 and mention the relevant reference number

**CLOSING DATE: 31 JANUARY 2020 AT 13:00**