



SAKHISIZWE

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

P.O. BOX 26, CALA, 5455

ERF 5556, UMTHATHA ROAD: TEL – 047-877 5200, FAX – 047 – 877 0000

P.O.BOX 21, ELLIOT, 5460

15 MACLEAR ROAD, ELLIOT: TEL – 045 – 931 1011 / FAX – 045 – 9311 361

WWW.SAKHISIZWE.GOV.ZA

Applications are hereby invited from suitable qualified candidates for the following position:

1. AFS, BUDGET & REVENUE MANAGER

TASK GRADE 14

REMUNERATION: R403,135.35 – R523,305.03

JOB PURPOSE:

The Manager Budget and Treasury will be responsible for planning, leading and managing key deliverables associated with ensuring the provision of budgeting processes; the compilation of Annual Financial Statements (AFS); reporting as prescribed providing leadership to Sectional staff including managing own staff performance; giving inputs to all planning processes of the Municipality and ensuring compliance with all applicable legislation, policies and procedures.

REQUIREMENTS:

- Grade 12 Certificate
- B Com Accounting, Bachelor in Accounting or Degree in a similar field
- 5 years related experience 2 of which should be in a management level
- Code EB driver's License
- Computer Literacy
- Must have a clean criminal record and sober habits
- Certificate in Municipal Finance Management (MFMP) or Certificate Programme in Management Development for Municipal Finance (CPMD) in line with minimum competency requirements as per Notice no R493 in Government Gazette 29967 of 15 June 2007 will be an added advantage.

KEY PERFORMANCE AREAS

- Provides input and coordinates input into the annual adjustment budget and budget for all quarterly reporting
- Compiles monthly records of all exception reports, detailing remedial action taken to resolve issues
- Ensures that the Annual budget is presented in the National Treasury approved form A1 Schedule and that all relevant supporting documents are submitted in support of the budget

- Ensure that the Adjustment Budget is prepared in the approved format B1 Schedule by National Treasury and that all relevant supporting documents are submitted in support of the adjustment budget
- Ensures that the AFS is Compiled and submitted in timely manner
- Submits the approved budget and the adjustment amounts for Council approval
- Ensures the compilation of the Treasury Reports (in the required format) prior the deadline
- Management of Staff in budget and treasury section
- General administration and reporting.

KEY COMPETENCIES REQUIRED FROM APPLICANTS

- Ability through a proven track record to craft and successfully execute departmental plans in line with the objectives of the broader organization;
- Proven attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient services;
- Ability to effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives;
- Ability to maintain the high-quality standards while achieving desired outcomes and results;
- Ability to communicate and negotiate at all levels and with all stakeholders in government, civil society and in corporate; and
- Ability to lead and successfully implement projects and programmes.

Faxed/email application will not be accepted

Sakhisizwe Municipality is an Affirmative Action and Equal opportunity employer, it encourages people with disabilities and women to apply and disclose the nature of their disabilities for the purpose of addressing the Municipalities Employment Equity Plan. Correspondence will be limited to successfully candidates only. If you have not been contacted within 01 month from the closing date, please accept that your application has been unsuccessful. Canvassing of Councillors is not permitted and will result to disqualification thereof. The Council reserves the right not to make any appointment.

Interested persons should submit their detailed CV's, certified copies of qualifications and supporting documents with application letters to:

Applications should be addressed to:

The Municipal Manager Nomthandazo Mazwayi	or delivered
Sakhisizwe Municipality	
PO BOX 26	Erf 5556
CALA	Umthatha Road
5455	CALA

For enquiries contact Corporate Services Director at 047 877 5200

Closing Date: 21 June 2022@16H00



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POSITION 2: INCOME & REVENUE MANAGER	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE: 14 • R403 135.35 – R 523, 305.03
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • B. Com Degree / National Diploma in Accounting, Revenue Control or Financial Management. • Must be in possession of a Certificate in Municipal Finance Management or a candidate will be afforded an opportunity to complete the certificate within 18 months of appointment. • 5 – 10 years Revenue or Financial management experience, preferable in Government. • 3 years must be at a supervisory level. • A minimum of 2 years proven experience with revenue collection in public and private sphere. • Valid Driver's Licence
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • General management of revenue services. • Manage accounts receivables, update and reconcile revenue accounts, prepare financial reports reflecting the municipality's income status. • Preparing and setting of Tariffs. • Implementation of General Valuation Roll. • Billing and revenue collection systems, manage and monitor a variety of revenue sources for the municipality including equitable shares, property rates, and tariffs on utility services. • Development and management of indigent services including partnering with other spheres of government in regard to poverty alleviation of indigent to improve their status and facilitate their exit from the indigent programmes. • Management of Free Basic Services

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Applications should be addressed to:

Municipal Manager	Or Delivered
NOMTHANDAZO MAZWAYI	
Sakhisizwe Municipality	Sakhisizwe Municipality
P. O. Box 26	ERF 5556, Umthatha Road
CALA	CALA
5455	5455

NB: Failure to submit documents listed above will result in disqualification. Faxed/emailed application will not be accepted and APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.

The Municipality reserves the right not to make any appointment in respect of the advertised posts.

Closing Date: 21 June 2022@16H00