

# MAKHADO MUNICIPALITY

Applications are invited from employees of the Makhado Local Municipality interested in a transfer to the following Departments:

## **DEPARTMENT : FINANCE**

### **EXPENDITURE CONTROL DIVISION:**

#### **MANAGER: EXPENDITURE**

**Salary Scale:** R216 747.00 – R216 747.00 per annum (post level 1)

**Qualifications/Requirements:** \*Recognised tertiary qualification with Accounting, B Degree or equivalent NQF Level Q6. Knowledge of previous municipal experience with 5 years applicable experience at managerial level. Knowledge of Project Management and Risk Management. Good understanding of the relevant legislative environment which includes PFMA, MFMA and relevant regulations. Strategic thinking, Conflict Management, Analytical negotiation, Problem Solving and Decision Making skills are required. Computer Literacy in MS Office and Excel Programmes is essential.

**Responsibilities:** \*Manage and control personnel in the Expenditure division \* Hold regular personnel meetings in the division for planning purposes \*Writes and submits relevant reports to Council and / or its Committees \*Assist with the formulating and writing policies in the different sections of the Expenditure division by giving inputs to the Chief Financial Officer for draft policy formulation \*Compiling reports on divisional activities and progress in terms of action plans e.g. monthly reports to Municipal Manager and the CFO \*Managing, monitoring and reporting on expenditure (capital and operational) by analysing reports provided by Budget and Treasury Officer \*Considering and authorising requisitions and orders for procurement purchases to ensure budget control \*Recommending policies appropriate for the division for consideration by council via CFO \*Assist in preparing the financial statements in the prescribed format in time and inform the Auditor General that the statements are ready for audit \* Represents the departments as well as Council on various Committees \*Manages projects relevant to the department when instructed \*

**Key Competencies:** \*Managerial Skills, Communication Skills, Risk Management, Strategic Management, Project Management and Attention to detail.

## **MANAGER: SUPPLY CHAIN MANAGEMENT**

**Salary Scale:** R216 747.00 – R216 747.00 per annum (post level 1)

**Qualifications/Requirements:** \*Applicable B degree or equivalent in Purchasing and Stock Administration. At least 5 years experience in Stores Management, Procedures, Technology and legislation. Knowledge of stores and procurement. Good understanding of the relevant legislative environment which includes the PFMA, MFMA and relevant regulations and circulars policy formulation. Ability to make decisions. Valid Code B drivers licence and computer literacy.

**Responsibilities:** \*Budgeting (operational and capital), in order to meet service demands \*Reviewing and re-determining standards for procurement and stores policies \*Advise user directorates/ departments on Procurement processes as per SCM regulations \*Serve on SCM Committees \*Control and release of Tender documentation \*Review SCM policy \*Monitors stock levels and adjust purchasing pattern according to demand \*Scrutinizes all Stock re-order notes and determine the quantity to be ordered \*Perform market and product research and investigates materials available and sets specifications for procurement \*Meets with suppliers and user departments to discuss new products as well as problems experienced with material (supply and quality) \*Ensures proper administration control of goods to be disposed off \*Ensures Security for control of goods sold and removal thereof \*Liaise with Expenditure division and attend to specific administrative recording and reporting requirements \*Administer the database of suppliers \*Preparations for year tenders to provide council with accredited service providers \*Responsible for proper and safe organising of stores/store area \*Ensures the proper management of the municipality's assets and investments.

**Key Competencies:** \* Strategic thinking. Conflict Management. Interpersonal relations. Stakeholder Management. Problem solving. Analytical negotiation. Decision Making Skills are required.

## **MANAGER: REVENUE**

**Salary Scale:** R216 747.00 – R216 747.00 per annum (post level 1)

**Qualifications/Requirements:** \*A recognised B Com Degree. At least 5 years experience in Local Government Accounting. Experience within a Provincial Treasury MFMA unit would be a recommendation. Good understanding of the relevant legislative environment which includes the MFMA and relevant regulations and circulars policy formulation. Computer literacy in MS Office programmes is essential.

**Responsibilities:** \*Supervision and control of revenue services and personnel \*Management of revenue activities \*Strategic Planning \*Coordinate Procedures, system and internal controls \*Ensuring implementation of the credit control and indigent policies \*Responsible for the Revenue Budgeting process \*Administration of Debtors \*Manage IT matters related to Revenue \*Manage IT matters related to Revenue \*Manage Revenue related contracts \*Implementation of Financial Controls \*Attend to Staff Matters \*Facilitate and make Reports to Council \*Ensuring that proper communication exists in the Revenue Section \*Ensuring that there is sound interactions with other institutions.

**Key Competencies:** \*Strategic thinking. Conflict Management. Interpersonal relations. Stakeholder Management. Problem solving. Analytical negotiation. Decision Making Skills are required.

## **BUDGET AND TREASURERY SERVICES:**

### **PERSONAL ASSISTANT**

**Salary Scale:** R82 070.00 – R91 361.00 (post level 9)

Qualifications / Requirements: \*Grade 12 with at least 3 years office experience. Appropriate complete course in general office administration with typing as a major subject. Be computer literate with good competency in Ms Office.

**Responsibilities :** \*Making appointments on his behalf and reminding the Chief Financial Officer of the appointments as well as providing him with the relevant document \*Confirming appointments and updating the diary \*Control bookings of Budget and Treasurer Conference room and equipment in conference room, reception area and maintenance thereof \*Writing the requisition – and order documents for payment of accommodation and travelling arrangements \*Types and obtain approval or comment and distributes tender documents, tender reports, budget report and financial statements \* Creates and maintains standardised templates for the department \*Receiving all incoming calls in the Chief Financial Officer’s Office \*Receiving the Chief Financial Officer’s visitors, determining the enquiries and directing them to his office \*Arranging a Departmental meeting to establish the budget needs for the next financial year.

**Key Competences:** \* Interpersonal and people skills \* Good organisational, communication, report writing and customer service skills.

**FRINGE BENEFITS:** On offer are the usual Council benefits, subjected to certain conditions.

Forward your application on the Council’s prescribed application form with a copy of CV and qualifications to the Acting Municipal Manager, Private Bag X2596, LOUIS TRICHARDT, 0920.

Applicants who meet the requirements and are really interested may download application form by visiting our website at [www.makhado.gov.za](http://www.makhado.gov.za)

For more information contact Mr Naphton Tshikosi @ (015) 519 3122 / 3127

**PLEASE NOTE: THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED**

If no response is received from Makhado Local Municipality within 45 days after the closing date, it must be regarded that your application has not been successful.

Publication Date: 18/20 & 22 July 2008

Closing Date: 22 August 2008

Notice No.: 80/ 2008

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MR. R.H MALULEKE  
ACTING MUNICIPAL MANAGER

**MAKHADO MUNICIPALITY**  
**THE GATEWAY TO OTHER AFRICAN STATES**