

EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: CONTROLLER: BUDGETING AND FINANCIAL MANAGEMENT

PERMANENT APPOINTMENT

WC0442096

REFERENCE: BUDGET 10/2023

Salary : R 284 064 – R 368 700 per annum T10
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject
- 0-2 year's relevant experience required
- Computer literacy: MS Office
- Code B Driver's License

COMPETENCIES:

- Functional Competencies: Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting and Financial process Mngement.
- Professional Competencies: Oral and Written Communication, Organisational Awereness, Problem Solving , Planning and Organising.
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation.
- Personal Competencies: Action and Outcome Orientation, Resilience, Change Readiness, Cognitive Ability and Learning Orientation.
- Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- Contribute to timely finalization of budget.
- Ensure that proper reporting procedures are executed.
- Ensure all budget and financial information is managed.
- Ensure proper and accurate administration of grants and subsidies.
- Ensure sound maintenance of the votes system.
- Assist with effective administrative proceedings.
- Ensure that relevant procedures and format are followed regarding cost management.
- Ensure that legal/policy laid down administrative procedures and reporting requirements are complied with.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must work overtime and attend meetings after normal office hours when required.
- Good human relations, interpersonal and communication skills.
- Ability to give attention to detail.
- High level of responsibility.
- Must have excellent numerical skills.
- Must have supervisory skills.
- Must be assertive.

ENQUIRIES: MS CAREY JANSEN VAN VUUREN (044-801 9090)

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications (include documentation to verify major subjects), identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to FinancePosts@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before **1 NOVEMBER 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete application form in full.**

Only electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: 1 NOVEMBER 2023

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: IINKONZO ZEMALI

IGAMA LESIKHUNDLA: UMLAWULI: UHLAHLA LWABIWO-MALI NOLAWULO LWEMALI

UKUQESHA NGOKUSISIGXINA

WC0442096

IREFERENSI: BUDGET 10/2023

Umvuzo : R 284 064 – R 368 700 ngonyaka T10

Iinzuzo ezongezelweyo zenkonzo : Uncedo loNyango, Umhlala phantsi, Isibonelelo seZindlu (ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi ye-13 kunye ne -Inshurensi yoBomi beQela.

IIMFUNEKO EZINCINANE:

- Isiqinisekiso semfundo ephakamileyo esinxulumeneyo seminyaka emi-3, kukhethwa iDiploma yeSizwe okanye i-B Com ne-financial accounting njengesona sifundo siphambili.
- 0-2 iminyaka yamava angaphambili afunekayo
- Ulwazi lwekhompyutha: MS Office
- Ikhawudi B yePhepha -mvume

UBUCHULE:

- Ubuchule bokusebenza: Ucalulo lwemali, Ukufumana ababoneleli ngenkonzo, Uhlalo lwabiwo-mali, uLawulo lweMali, Ukuxabisa, Ingxelo yezeMali kunye nolawulo lweNkqubo yeMali.
- Ubuchule bobuNgcali: Unxibelelwano lomlomo nolubhaliweyo, Ulwazi loMbutho, Ukusombulula iNgxaki, uCwangciso noLungiselelo.
- Ubuchule bokuQhelaniswa neNkonzo zoLuNtu: Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa nokunikezelwa kweenkonzo.
- Ubuchule bomNtu: Ukuqhelaniswa neNyathelo kunye neziphumo, Ukomelela, Ukulungela inguqu, Isakhono sokuqqa, Ingaqalelo kwinkcukacha kunye nokuQhelaniswa nokufunda.
- Ubuchule boLawulo /bobuNkokheli: Impembelelo nefuthe, Ukuqhelaniswa neQela, Ukubeka umkhomba ndlela, Ukuqeqesha kunye nokuThantamisa.

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Ukwenza igalelo ekuqakunjelweni kohlalo lwabiwo-mali kwangethuba
- Qinisekisa ukuba iinkqubo ezifanelekileyo zokunika ingxelo ziyalandelwa.
- Qinisekisa ukuba lonke uhlalo lwabiwo-mali nolwazi lwezemali luyalawulwa.
- Qinisekisa ulawulo olululo noluchanekileyo lwezibonelelo nenkxaso.
- Qinisekisa ukugcinwa ngokufanelekileyo kwenkqubo yeevoti.
- Ncedisa kwiinkqubo zolawulo ezisebenzayo
- Qinisekisa ukuba iinkqubo ezifanelekileyo neendlela ziyalandelwa ngokuphathelele nolawulo lweendleko
- Qinisekisa ukuba umthetho/umgaqo-nkqubo obekiweyo weenkqubo zolawulo kunye neemfuneko zokunika ingxelo uyathotyelwa.

IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA

- Kufuneka usebenze ixesha elongezelekileyo uzimase iintlanganiso emva kweeyure eziqhelekileyo zomsebenzi xa kuyimfuneko
- Ubudlelwane obufanelekileyo phakathi kwabantu, izakhono zokusebenzisana nokunxibelelana nabanye abantu
- Isakhono sokunika ingqalelo kwinkcukacha
- Inqanaba eliphezulu loxanduva.
- Kufuneka ube nezakhono ezibalaseleyo zamanani.
- Kufuneka ube nezakhono zokuzithemba
- Kufuneka uzinze.

IMIBUZO: NKSJ CAREY JANSEN VAN VUUREN (044-801 9090)

IMYALELO KUBAFAKI- ZICELO

Abafaki-zicelo kufuneka bangenise ifomu yesicelo esemthethweni, egcwaliswe onke amacandelo kunye ne-CV ebanzi, iikopi eziqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6 ubudala) zeziqinisekiso ezifanelekileyo (bandakanya amaxwebhu okuqinisekisa izifundo eziphambili), isazisi kunye nephepha-mvume lokuqhuba, ukuba kufanelekile. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa- FinancePosts@george.gov.za. Iifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla woku-**01 eyeNkanga 2023** ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili. Abafaki-zicelo kufuneka bagcwalise ifomu yesicelo ngokupheleleyo.**

Zizicelo ezingeniswe ngekhompyutha kusetyenziswa i-intanethi kuphela eziya kwamkelwa.

Ukuthintelwa:

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:

Ukungangeniswa kwamaxwebhu afunekayo okanye ukungeniswa kwamaxwebhu obuqhophololo.

Ukurhwetyeshwa kooCeba kunye /okanye amagosa .

Ukungathotyelwa kwemiyalelo ekwisibhengezo sentengiso

QAPHELA: Nceda uqaphele apho kuyimfuneko, abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yohlolo nophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi oluya kuquka nolunye uphononongo olunxulumeneyo.

UMasipala ugcine ilungelo lokungaqeshi.

Ukuba awukhange uve kuthi phakathi kweenyanga ezi-3 zomhla wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelananomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye noLungelelwaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo

Ukuqeshwa kuya kuxhomekeka kwimfuneko yokusayinwa kwemvumelwano yengqesho kwaye, apho kufanelekileyo, isivumelwano sentsebenzo kunye nokubhengezwa kweenzuzo kunye nomdla.

UMHLA WOKUVALWA : 1 EYENKANGA 2023