

**EXTERNAL CIRCULATION**

**DIRECTORATE: Financial Services**  
**POST DESIGNATION: DEPUTY DIRECTOR: EXPENDITURE & SCM - George**  
**(Permanent)**  
**WC0440545**  
**REFERENCE: 3011239**

Salary: R974 940 - R1 265 556 (T19) (Subject to a Task Job Evaluation process)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance requirements), 13th Cheque and Group Life Insurance  
Perks: Cell Phone Allowance and Vehicle Allowance (Subject to prescribed requirements)

**MINIMUM REQUIREMENTS:**

8 years or more relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline.  
A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject (include transcript to verify subjects).  
Computer literacy: MS Office  
Compliance with National Treasury's Competency Levels for Financial Officials as prescribed.  
Valid Code B Driver's License.

**COMPETENCIES:**

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

**KEY PERFORMANCE AREAS:**

Ensure that the Department is strategically aligned with the objectives of the Finance Directorate.  
Ensure critical performance indicators are identified and specific measures established to enable and guide the section to plan, manage and or prioritize outcomes accordingly.  
Ensure that all expenditure related responsibilities are complied with according to the conditions stipulated in the MMFA and as delegated to the post by Council.  
Ensure the efficient and effective adherence to legislation, directives, policies, conditions, stipulations, procedures and processes applicable to Supply Chain Management in order to establish, enforce and maintain sound financial management principles, checks and balances.  
Ensure that the Municipal Stores are functioning within the guidelines contained in the MFMA and that operating procedures are focused on providing optimal service delivery to Directorates of Council.

Establish electronically interface with the various modules such as payroll, creditors payments and supply chain management to ensure that capital expenditure is closely linked to the supply chain process to limit requests for roll-overs on grants and / or capital spending at financial year-end.

Ensure accurate estimates are prepared in relation to requirements enabling the Sub-Directorate to contribute positively towards meeting objectives and sustaining the quality and standards of service delivery through the application of effective budget principles.

Ensure that all controls within finance directorate are effective and efficient in order to identify, prevent and detect the possibility of material misstatement and fraud.

Ensure that the sub-directorate's human resources are being utilised efficiently and effectively and that the performance is monitored regularly to ensure the achievement of the Directorates objectives.

Ensure that a climate is established which is conducive to managing good relationships and channels of communication.

Ensure that information, advice or opinions relevant to the functionality is communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation and facts.

Ensure that Financial Services delivers an effective and accurate flow of information to both internal and external role players and that Council is provided with up to date and accurate information needed for effective strategic and policy decision making.

#### **SPECIAL CONDITIONS ATTACHED TO THE POST:**

Must have good managerial skills and be able to independently take functional decisions.

Must be able to function independently and at top level.

Must be able to handle conflict, motivate staff and manage all HR related matters.

Must be able to function under pressure to meet deadlines.

Able to communicate fluently in two of the three official languages of the Western Cape.

Analytical and strategic thinking abilities.

High Level of Integrity.

Must have municipal experience and thorough knowledge of the municipal legislation;

Ensure legal compliance within the Department.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** Riaan Du Plessis (044 801 9033)

#### **INSTRUCTIONS TO APPLICANTS**

Applications must be submitted **electronically** on the e-recruitment site, which can be found on the George Municipality website, [www.george.gov.za](http://www.george.gov.za) , under the Job Portal. Applicants must register and apply online on the [portal on](#) or before **[2024-02-16]** at 16:30pm.

**Applicants must attach a formal George municipality job application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license as part of the online application.**

**Only online 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: [2024-02-16] AT 16:30PM**

**SIJIKELIZISWA NGAPHANDLE**

**ICANDELO LOLAWULO: linkonzo zeMali**  
**IGAMA LESIKHUNDLA: ISEKELA MLAWULI: INKCITHO &NE SCM - George**  
**(NGOKUSISIGXINA)**  
**WC0440545**  
**IREFERENSI: 3011239**

Umvuzo: R974 940 - R1 265 556 (T19) (Ngokuxhomekeke kwinkqubo yoVavanyo lukaTask)  
IiNzuzo zeNkonzo ezongezelelweyo: Uncedo loNyango, Umhlalaphantsi, Isibonelelo seZindlu  
(ngokuxhomekeke kwiimfuneko ezimiselweyo) Itshekhi ye-13 kunye ne-  
Inshurensi yoBomi beQela

Izongezo: Isibonelelo sikaNomyayi kunye neSibonelelo seNqwelo (ngokuxhomekeke  
kwiimfuneko ezimiselweyo)

**IIMFUNENKOSI EZINCINANE:**

Iminyaka esi-8 okanye ngaphezulu yamava afanelekileyo abandakanya zonke izinto zenkqubo yemali efanelekileyo kunye noLawulo lweenkcukacha zemali okanye ube ufumene amava engcali kwinkalo yezemali. Isiqinisekiso semfundo ephakamileyo esifanelekileyo seminyaka emi-3, kukhethwa iDiploma yeSizwe okanye i-B Com enefinancial accounting njengesona sifundo siphambili. ( faka iziqinisekiso ezikhutshelweyo zokuqinisekisa amabakala).

Ulwazi lwekhompyutha: MS Office

Ukuthotyelwa kwamaNqanaba okuLungela oLawulo lweMali lweSizwe eGosa lezeMali njengoko kuchaziwe. Ikhawudi B yephepha-mvume lokuqhuba elisemthethweni.

**UBUCHULE:**

Ubuchule bokusebenza: Ucalulo-mali, Ukuthengwa kwempahla, Uhlahlo lwabiwo-mali, Ukulawulwa kweMali, Ukuxabisa, Ingxelo ngeMali kunye noLawulo lweNkqubo yezeMali.

Ubuchule bobuNgcali: Unxibelelwano olubhaliweyo nolomlomo, Ulwazi loMbutho, Ukusombulula iNgcakazi, uCwangciso noLungiselelo.

Ubuchule bokuQhelaniswa neNkonzo zoLuNtu: Ubudlelwane phakathi kwabantu, Unxibelelwano kunye nokunikezelwa kweNkonzo.

Ubuchule bomNtu: Ukuqhelaniswa neNyathelo kunye neziphumo, Ukomelela, Isakhono sokuqeqesha, Isakhono sokuqeqesha, Ukulungela inguqu kunye nokuQhelaniswa nokufunda.

Ubuchule boLawulo/bobuNkokheli: Impembelelo neFuthe, Ukuqhelaniswa neQela, Ukubeka umkhomba ndlela, Ukuqeqesha kunye nokuThantamisa.

**IINDAWO EZINGUNDOQO ZOKUSEBENZA:**

Qinisekisa ukuba iSebe lilungelelaniswe ngobuchule neenjongo zeCandelo loLawulo lweMali.

Qinisekisa ukuba izalathisi zentsebenzo ezibalulekileyo zalathiwe kwaye kumiselwe amanyathelo athile ukunceda kunye nokukhokela icandelo ukuba licwangcise, lilawule kunye okanye libeke phambili iziphumo ngokufanelekileyo.

Qinisekisa ukuba lonke uxanduva olunxulumene nenkcitho luyathotyelwa ngokwemiqathango echazwe kwi-MMFA nanjengoko kugunyazisiwe kwisikhundla liBhunga.

Qinisekisa ukuthotyelwa ngokufanelekileyo nangokusebenzayo komthetho, imiyalelo, imigaqo-nkqubo, imiqathango, imimiselo, iinkqubo kunye neenkqubo ezisebenzayo kuLawulo lweNtengo ukuze kumiselwe,

kunyanzeliswe kwaye kugcinwe imithetho-siseko yolawulo lwemali olululo, ukukhangela kunye nongqinelwaniso. Qinisekisa ukuba iiNdawo zoGcino lwempahla zikaMasipala zisebenza ngokwezikhokelo eziqulethwe kwiMFMA kunye nokuba iinkqubo zokusebenza zijolise ekuboneleleni ngokunikezelwa kwenkonzo egqibeleleyo kumaCandelo oLawulo eBhunga.

Seka indawo phakathi kwezixokelelwano ezibinil ze-elektroniki kunye neemodyuli ezahlukeneyo ezifana noluhlu lwamagama abantu abahlawulwayo, iintlawulo zabatyalwayo kunye nolawulo lwecandelo leNtengo ukuqinisekisa ukuba inkcitho yenkunzi iqhagamshelwe ngokusondeleyo kwinkqubo yecandelo lentengo. ukulinganisela izicelo zogqithiso lwenkxaso-mali kunye / okanye inkcitho enkulu yenkunzi ekupheleni konyaka-mali. Qinisekisa ukuba uqikelelo oluchanekileyo lulungisiwe ngokunxulumene neemfuneko ezivumela iCandelwana loLawulo ukuba lenze igalelo elakhayo ekufezekiseni iinjongo kunye nokugcina ubulunga nemigangatho yonikezelo lwenkonzo ngokusetyenziswa kwemithetho-siseko yohlahlo lwabiwo-mali esebenzayo.

Qinisekisa ukuba lonke ulawulo lwecandelo lolawulo lwemali luyasebenza kakuhle nangempumelelo ukuze kwalathwe, kuthintelwe kwaye kufunyaniswe ukuba nokwenzeka kwezinto ezingalunganga kunye nobuqhetseba.

Qinisekisa ukuba abasebenzi becandelwana lolawulo basetyenziswa ngokufanelekileyo nangokusebenzayo nokuba intsebenzo ibekwa esweni rhoqo ukuqinisekisa impumelelo yeenjongo zeCandelo loLawulo.

Qinisekisa ukuba kumiselwe ubume bemeko obufanelekileyo ekulawulweni kobudlelwane obuhle kunye nemijelo yonxibelelwano.

Qinisekisa ukuba ulwazi, ingcebiso okanye izimvo ezinxulumene nokusebenza kunxityelelwana ngazo ngeendlela ezahlukeneyo kwaye lutolikwa ngokuchanekileyo ngokubonelelwa kwengcaciso kunye neenyaniso ezaneleyo nezicacileyo

Qinisekisa ukuba iiNkonzo zeMali zinikezela ngokugqithiswa kolwazi okusebenzayo nokuchanekileyo kubo bobabini abathathi-nxaxheba bangaphakathi nabangaphandle kunye nokuba iBhunga libonelelwe ngolwazi oluhlaziyiweyo noluchanekileyo olufunekayo ukuze kuthathwe izigqibo zobuchule nezomgaqo-nkqubo ezisebenzayo.

#### **IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA:**

Kufuneka ube nezakhono ezifanelekileyo zokuphatha kwaye ukwazi ukuthatha izigqibo ezisebenzayo ngokuzimeleyo

Kufuneka ukwazi ukusebenza ngokuzimeleyo nakwinqanaba eliphezulu.

Kufuneka ukwazi ukujongana nempixano, ukhuthaze abasebenzi kwaye awule yonke imiba enxulumene neHR.

Kufuneka ukwazi ukusebenza phantsi koxinzelelo lokuhlangabezana nemihla ebekiweyo.

Kufuneka ukwazi ukunxibelelana ngeelwimi ezimbini kwezintathu eziseMthethweni zaseNtshona-Koloni.

Izakhono zokuhlalutya kunye nezobuchule bokucinga.

Inqanaba eliphezulu leMfezeko.

Kufuneka abe namava kamasipala nolwazi olunzulu ngomthetho kamasipala;

Ukuqinisekisa ukuthotyelwa komthetho ngaphakathi kwiSebe.

#### **IXESHA LOKULINGWA: linyanga ezili-6**

**IMIBUZO: Riaan Du Plessis (044 801 9033)**

#### **IMIYALELO KUBAFKI -ZICELO**

Izicelo kufuneka zingeniswe ngekhompyutha ngoqhagamshelo lwe-intanethi kwisiza sokugaya abasebenzi se-elektroniki, esinokufumaneka kwiwebhusayithi kaMasipala waseGeorge, engu - [www.george.gov.za](http://www.george.gov.za), phantsi kwe-Job Portal. Abafaki- izicelo kufuneka babhalise kwaye bafake izicelo nge-intanethi kwi-portal ngomhla okanye ngaphambi komhla wama-[ **2024-02-16**] nge-**16: 30 emva kwemini**.

**Abafaki-zicelo kufuneka baqoboshele ifomu esemthethweni yesicelo somsebenzi kamasipala waseGeorge enamacandelo onke agcwalisiweyo kunye neCV ebanzi, iikopi eziqinisekisiweyo**

**(ezingekho ngaphezu kweenyanga ezi-6 ubudala) zeziqinisekiso ezifanelekileyo, isazisi kunye nephapha-mvume lokuqhuba njengenxalenye yesicelo esingeniswa ngoqhagamshelo lwe-intanethi.**

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 qaphela, 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 ohambelana nomthetho-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: [2024-02-16] NGE- 16:30PM**