



MADIBENG

LOCAL MUNICIPALITY

The municipality hereby invites applications from suitably qualified candidates to apply for the undermentioned senior management position to be stationed at Brits-North West Province " Bokone Bophirima" :

DIRECTORATE: MUNICIPAL MANAGER

POSITION:

MANAGER-MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

DIVISION: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

POST LEVEL 3-2

SALARY SCALE: R 418 224 PER ANNUM

CLOSING DATE: 14 JULY 2017 (STRICTLY AT 16:00)

JOB PURPOSE:

- To manage, advice and guide MPAC in their effort to increase Council and Public awareness of the financial and performance issues of the municipality and its entities.

MINIMUM REQUIREMENTS:

- Grade 12
- B. Degree in Auditing/Accounting/mathematics.
- A minimum of four (4) years' experience in Local Government.
- Knowledge of Financial Management Act and Supply Chain Management processes will be an added advantage.
- High degree of confidentiality.
- A valid Code 08 driver's license
- Report Writing

KEY PERFORMANCE AREAS:

- Assist MPAC Chairperson and the Committee to interpret financial reports sent to MPAC for oversight.
- Facilitate and run the administrative affairs of the Committee.
- Draw the annual MPAC Programme in line with Municipal reporting cycle
- Conduct research on issues raised by MPAC.
- Source documents and reports needed by MPAC to perform its duties.
- Benchmark committee activities as well as functionality with other municipalities.
- Ensure that MPAC reports are tabled in Council and track implementation of MPAC resolutions by Council and administration.
- Serve as an advisor to the Committee.
- Ensure proper management and filling of all MPAC records and files.
- Liaise with internal Audit Shared Services and Audit and Performance Committee.

TO ALL APPLICANTS

Please read these guidelines in order not to be disqualified

- Applications must be done in the following order:
 - i) a covering letter indicating clearly the following information: position applied for, title, initials and surname, contact number (application forms from other organisations are not accepted);
 - ii) a comprehensive and typewritten or legible Curriculum Vitae;
 - iii) certified copies of relevant certificates and identity document (this must accompany your application);

/ Please staple all your documents together in order not to be misplaced during the sorting process / Only original applications will be accepted, therefore NO e-mails or faxes please/ When sending by post, forward your application to – The Director: Corporate Support Services : Vacancies at PO Box 106, Brits, 0250/ Hand delivery must be done at Room 208/209/210/211/212, Second Floor, Brits Municipal Offices/ Applications that do not conform to the above and applications not received at the date and time mentioned in this advert, as well as any form of canvassing, may lead to disqualification of an applicant/ Applicants, who do not receive notice within two month from date of closure, may accept that their applications were unsuccessful. Only successful applicants will be corresponded with/

ANY ENQUIRIES CALL SAMBO AT / LERATO MOKGATLE (012 318 9305/9514)

Fringe Benefits: Subject to certain conditions, the following fringe benefits are offered: leave bonus equal to one month's salary; pension fund scheme; medical aid scheme; provident fund; housing subsidy for home owners Please note that remuneration packages may change when results of job evaluation are published and implemented. No salaries will however be reduced or decreased as a result of such implementation/ NB: Council reserves the right to withdraw, amend and /or suspend the process at any time when necessary