



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: RESEARCHER: COMPLIANCE (AUDIT / LEGAL)

DIVISION: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

POST LEVEL 4

SALARY SCALE R 369 588 PER ANNUM

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

JOB PURPOSE:

- To provide administrative support to MPAC to exercise oversight over the executive on behalf of Council and assist Council to hold the executive accountable

MINIMUM REQUIREMENTS:

- Grade 12; Appropriate Degree in Social Science/ Law/Accounting/finance; B driver's license;
- Knowledge of Municipal Financial Management, Municipal operations and performance reporting;
- Good interpersonal relations and a high degree of ethics;
- Facilitation skills; communication skills; Analytical skills and report writing skills.
- Two (2) years relevant experience

KEY PERFORMANCE AREAS:

- To ensure daily work is done to satisfaction and to achieve the objectives of Council.
- Responsible for: developing processes and procedures for MPAC operations
- Review and investigate all matters referred MPAC committee by other council committees.
- Analyse Municipal financial and performance reports, including SDBIP, Annual Reports and financial statements.
- Provide MPAC with reports on possible risks and irregularities.
- Advice MPAC on possible corrective measures.
- Identify unintended consequences and provide possible recommendations where necessary.
- Provide technical support and manage secretarial services for MPAC.
- Guide, establish, facilitate, coordinate and maintain stakeholder relations.

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