

JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO. 13/2024

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Tlokoeng and the rural part of Tsolo and Qumbu).

Applications from suitably qualified candidates are invited for the following position:

MANAGER: BUDGET AND COMPLIANCE

(Task Grade 16 of a Category 4 Local Authority)

REMUNERATION

An amount of **R621 261.00** per annum is on offer.

FRINGE BENEFITS

Normal fringe benefits include leave, membership to a group life scheme, housing / rent subsidy on certain conditions, pension/provident fund, membership to a medical aid scheme subsidised by Council, cell phone allowance and a motor vehicle allowance.

REQUIREMENTS:

- Grade 12
- Bachelor's Degree in Financial Management / Equivalent.
- Computer Literacy.
- At least (8) years relevant experience.
- A valid Driver's license (minimum code EB) is essential.

CORE COMPETENCIES

- Developing budget process timetable by outlining key deadlines for the preparation, tabling, and approval of the annual budget to ensure that the budget process is in line with applicable legislation
- Evaluating and analysing current budgeting and compliance practices, perusing providing statutory legislation and its amendments to identify gaps in the current practices and rectifying where required.
- Planning, developing, and implementing budget and compliance programmes and providing advice to management, employees, and other stakeholders on a wide range of budgeting

and compliance services.

- Developing risk profile and mitigating mechanisms relating to the key performance and results indicators of the section.
- Planning and preparing consolidated budget estimates in line with the division's requirements and continuous improvement for inclusion into the Budget and Treasury Services budget.
- Conducting needs analysis for the development and/or review of policies, procedures, systems and controls.
- Evaluating the adequacy of current policies assessing, and commenting on the need for change and alignment of policies, to best practices and relevant legislation.
- Obtaining policy, procedures, systems, and controls development input from the internal stakeholders.
- Drafting and reviewing policies where necessary aligning them with legislative requirements and utilizing the input received.
- Developing and /or reviewing all procedures, systems, and controls taking into consideration the approved policies and input received for smooth implementation and presenting them to the immediate superior for further action.
- Managing and monitoring the implementation of the approved policies, procedures, systems, and controls.
- Defining the key performance indicators, job design and role boundaries of personnel in the division against performance requirements.
- Consulting with Manager: Skills/Equity/Training & Career Development to discuss training requirements of personnel in the division and for inclusion in the consolidated Skills Development Plan of the department.
- Appraising and measuring the performance of personnel against agreed-upon indicators.
- Evaluating and analysing current revenue management practices, perusing providing statutory legislation and its amendments to identify gaps in the current practices and rectifying where required selling them, and developing mechanisms to deal with unachieved indicators and/or adjusting key indicators.
- Managing and analysing statistical information on staff attendance, overtime, leave, and addressing deviations or occurrences of abuse and/or workplace conflict through the implementation of corrective measures in line with the human resources policies and procedures.
- Leading and directing the development of the Service delivery and budget implementation plan (SDBIP which sets out monthly or quarterly service delivery and financial targets aligned with the annual targets set in the IDP and budget.
- Managing processes associated with the approval of the annual budget by the Council and overseeing compliance of such processes with applicable legislative requirements.

- Directing and managing the preparation of midyear and adjustment budgets for consultation and publication purposes and overseeing compliance with applicable legislative requirements and guidelines.
- Directing and overseeing compliance with applicable generally accepted accounting practices and legislative requirements in the management of accounts relating to municipal grants.
- Managing projects' cash flow and approving cash flow projections that ensure the availability of adequate funding to meet the funder's programme's needs.
- Directing and overseeing the implementation of applicable standard accounting procedures and policies necessary to ensure that the municipality's projects and contracts are carried out effectively.
- Approving the project accounts closeout in the system upon project completion.
- Leading and directs activities relating to costing municipal functions and service provision.
- Approving the approach or methodology that must be followed in costing the municipal functions and service provision.
- Directing and managing the identification and calculation of costs for municipal functions and service provision following approved methodology and applicable standard accounting procedures.
- Presenting the consolidated categorised costs including projected costs for the municipality's functions and service provision to the internal stakeholders and preparing it for tabling before the Council.
- Leading and managing the activities associated with the administration of the municipality's financial system.
- Leading the development or review, implementation, and administration of the municipality's financial systems per applicable legislative framework.
- Establishing best practices for financial systems use and guiding the departments on the use of these practices.
- Managing specific administrative, communication, and reporting requirements associated with the key performance and result indicators of the division.
- Managing administrative processes for publication of the municipality's SDBIP and overseeing their compliance with the applicable legislative requirements and guidelines.
- Submitting the approved annual budget, service delivery budget implementation plan (SDBIP), and supporting documentation to National Treasury and relevant provincial treasury per applicable legislative requirements and guidelines.
- Directing and managing the preparation of the midyear budget and municipal performance assessment reports for publication and overseeing compliance with the prescribed legislative guidelines.

- Formulating the division's performance reports referring to statistical data and qualitative information relating to the division's key performance and results indicators, and submitting them to the immediate superior for further action.
- Any other function as may be reasonably delegated by management or falling within the ambit of the Municipal Budget function and as outlined in the relevant job description.

Kindly submit a detailed CV together with a prescribed application form and relevant valid certificates and documents to the attention of the Manager: Human Resources or alternatively electronically apply via e-mail on recruitment@jgdm.gov.za. No faxed or late applications will be accepted. Canvassing and/or lobbying of a Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant

Please note that non-completion of the official Joe Gqabi District Municipality Application for Employment Form will immediately disqualify any applicant. The Senior Management Application Form and the Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jgdm.gov.za/>.

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:

ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS

MR M.P NONJOLA

Municipal Manager

Joe Gqabi District Municipality

Cnr Cole and Graham Street

Private Bag X102

BARKLY EAST

9786

ENQUIRIES: THEMBISA TOTO

Tel No: (045) 979 3039

File No: 4/6/3/8

CLOSING DATE: 23 FEBRUARY 2024


Approved
25/01/2024