



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following Senior Management vacancy from suitably qualified professionals;

POSITION:	DIRECTOR: FINANCIAL SERVICES (CHIEF FINANCIAL OFFICER)
EMPLOYMENT TYPE	PERMANENT
NOTICE NO:	351 of 2024
STATION:	Financial Services, Mellvilles Corner Building, Corner of Main and Kloof Street; Plettenberg Bay

The total remuneration package applicable to a Category 3 Municipality per annum is offered. (Determined by the Upper Limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers)

In order to meet the needs of Bitou Municipality, the successful applicant must conform to the following requirements:

MINIMUM REQUIREMENTS: • At least a Bachelor's Degree or qualification in the fields of Accounting, Finance or Economics registered on the National Qualifications Framework at a NQF level 7 • Compliance with the Financial and Supply Chain Management Competency Areas as required in terms of GNR493 as published in Government Gazette No. 29967 of 15 June 2007 (*municipalities were granted exemption from regulation 15 and 18 of Government Gazette 29967 under Notice No. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment*) • Minimum of five (5) years relevant management experience at middle management levels, of which at least 2 years must have been at senior management • Advanced knowledge of Local Government Municipal Finance Management Act (MFMA), National Treasury Regulations and other legislation applicable to Local Government, Generally Recognized Accounting Practice (GRAP) and key financial management/ governance standards and performance objectives • Proven successful institutional transformation with public or private sector • Advanced knowledge and understanding of relevant policy and legislation applicable to local government • Advanced understanding of institutional governance systems and performance management • Advanced understanding of council operations and financial delegations • Competencies as per GNR21, GG 37245 dated 17 January 2014 • Registration with the relevant professional body will be an added advantage • Advanced computer skills (MS Word, MS Excel, MS PowerPoint and MS Outlook) • Excellent communication skills in at least two of the three official languages of the Western Cape • A valid Code EB Driver's license.

COMPETENCIES: • Strategic leadership and human resource management, strategic financial management, operation financial management, governance leadership, experience in financial management, financial and performance reporting, budgeting, revenue and expenditure management, borrowing, investments, working capital and cash flow management, change management, project management, legislation, policy and implementation, stakeholder relations, supply chain management, risk audit and assurance.

CORE FUNCTIONS: • Budget and Reporting, • Assets and Liability Management, • Annual Financial Statements, Treasury and Accounting Services, • Revenue Services, • Expenditure, • Supply Chain Management, • Executive Support.

Candidates will be subjected to an interview and evaluation process and must be aware that previous employers and references will be contacted. Qualifications, credit and criminal records will be verified. The candidates will be required to disclose all other financial interests.

An official application form applicable to Senior Managers (available on the municipal website) must be completed and must be accompanied by a **comprehensive CV together with original certified copies of qualifications, ID document, driver's license** and the names of three contactable references from current and previous employers. Failure to submit **all** these documents will result in disqualification from the application process.

Applications must be posted to **Bitou Municipality, Private Bag X1002, Plettenberg Bay 6600** or hand delivered/couriered to the Human Resources Section, 4 Sewell Street, Plettenberg Bay 6600, for attention of the Senior Manager HRM: Mr. Thembekile Machelesi

Applications forms are available on the Bitou website (www.bitou.gov.za);

For enquiries, contact the Manager: Human Resources, Mrs. V Cunningham on 044 501 3000 during office hours.

PLEASE NOTE:

1. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. (*Compulsory*)
3. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
4. **No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
5. Please quote notice number as reference.
6. Appointment is subjected to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

Correspondence will be limited to shortlisted candidates only, if you do not receive a response within 3 months from closing date, please accept that your application was unsuccessful.

No late applications will be accepted or considered. Bitou reserves the right not to make any appointments.

M MEMANI
ACTING MUNICIPAL MANAGER

CLOSING DATE: 31 October 2024 at 14h00 pm