



RENOSTERBERG
MUNICIPALITY/ MUNISIPALITEIT
Incorporating the towns of Philipstown, Petrusville & Vanderkloof
P.O Box 112, Petrusville 8770
Tel: 053 050 5584
Fax: 053 663 0180
www.renosterbergmunicipality.co.za

DIRECTOR: FINANCIAL SERVICES (CFO)
(Permanent Appointment)

Renosterberg Local Municipality is an equal opportunity, affirmative action employer, is waiting the application for the following position.

Annual Total Remuneration Package:

Minimum Total Remuneration Package	Midpoint Remuneration Package	Maximum Remuneration Package
R 827, 289	R 919, 210	R 1, 011,131

A Remoteness Allowance not exceeding 7% of the Total Annual Remuneration Package may also be paid.

Essential and Non-Negotiable Requirements:

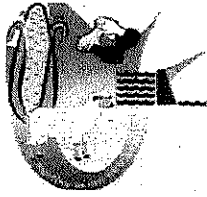
- B.Com. Degree or equivalent NQF Level 7 Qualification in the fields of Accounting, Finance or Economics;
- Extensive knowledge of the Local Government: Municipal Finance Management Act of 2003, National Treasury Regulations and all other related legislation, policies and regulations;
- Minimum of five (5) years' work related experience at senior and middle management level of which at least one year must be at senior management level;
- Compliance with the minimum competency requirements for Senior Managers as laid down in Government Notice R493 dated 15 June 2007, as amended by Government Notice 1146 dated 26 October 2018;
- The required core competencies as stipulated in Annexures A and B of the Regulations on the Appointment and Conditions of Employment of Senior Managers as promulgated in Government Gazette 37245 dated 17 January 2014;
- Ability to compile the Municipal Budget and Annual Financial Statements;
- Knowledge and understanding of MSCOA and computerised Financial Systems, Spreadsheets, Databases and Word Processing;
- Good facilitation and communication skills in at least two of the official languages of the Northern Cape;
- A valid driver's licence and own motor vehicle to execute duties.
- No criminal record. Key Performance Areas (KPA's):
- Perform all delegations by the Accounting Officer in terms of the MFMA, and any other duties or functions that may be assigned by the Accounting Officer;
- Compile the Municipal Budget and Annual Financial Statements and control all the municipality's Bank Accounts;

- Managing, planning, organising, coordinating, directing and controlling activities of staff at the Budget and Treasury Office, as well as Supply Chain Management unit;
- Contribution to strategic planning and budget alignment and reporting to the management team;
- Development of MTREF in line with the requirements of the MFMA accommodating all departments /units;
- Develop and implement a budget spent management system to monitor the budget to prevent over or under expenditure;
- Provide consolidated monthly management reports;
- Establish functional debt management and billing units to promote financial sustainability of the municipality;
- Implementation of the MFMA Implementation Plan and install compliance with MFMA to uphold the credibility of the municipality by enabling the municipality to obtain an unqualified audit report;
- Compilation of all financial policies and procedures to ensure sound and sustainable financial management;
- Manage relationship with external stakeholders including the office of the AG, Treasury, SARS, creditors and Banks;
- Ensure adequate infrastructure capability and office administration;
- Build and maintain business intelligence and content management capability;

To apply: Please forward your CV (not more than 5 pages), covering letter and details of at least three recent contactable references and certified copies of your qualification to **The Acting Municipal Manager, 555 Schoolstreet, Petrusville, 8770** together with the prescribed KHM application form for senior managers (fully completed) and consent form which is available on the website of Pixley Ka Seme District Municipality at pixley@telkomsa.net For further details please contact the Human Resource Department, **Ms. J.M. Olyn at 053-0505584**. Closing date for applications is **on Friday 20 October 2023** in line with Regulation 10(3) (k). Late applications will not be considered. Canvassing of Councillors for the purpose of being appointed is not permitted, and proof thereof will result in automatic disqualification.

General:

- The successful applicant will be signing an employment contract, performance agreement and disclosure of financial interest
- The Municipality reserves the right to not make an appointment
- Candidates must be willing to be subjected to an interview and evaluation process (over two days)
- Candidates invited for selection are responsible for their own travelling and accommodation costs
- Applicants must be willing to provide permission for qualifications, credit and criminal record verification on the consent form
- Candidates invited for selection are responsibility for their own travelling and accommodation costs
- **If you have not received feedback within 2 months of the closing date, please accept that your application was unsuccessful.**



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APPLICATION FORM FOR EMPLOYMENT

TERMS AND CONDITIONS

1. The purpose of this form is to assist the municipality in selecting suitable candidates for an advertised post.
2. This form must be completed in full, accurately, and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist the municipality to expedite recruitment and selection processes.
4. All information received will be treated with strict confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist the municipality with the recruitment, selection, and appointment of senior managers in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

A. DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for	
Reference number	
Name of Municipality	
Notice service period	

B. PERSONAL DETAILS

Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender			Female	Male
Do you have a disability?			Yes	No
If yes, elaborate				
Are you a South African citizen?			Yes	No
If not, what is your Nationality?				
Work Permit Number (if any):				
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide the information below.				No

Political Party:	Position:	Expiry date:	
Do you hold a professional membership with any professional body? If yes, provide the information below.			
Professional Body:	Membership Number:	Expiry date:	
C. CONTACT DETAILS			
Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence (Mark with an X)	Post	E-mail	Fax
Correspondence contact details (in terms of the above)			

D. QUALIFICATIONS (Additional information may be provided on your CV)			
Name of School / Technical College	Highest Qualification Obtained	Year Obtained	
Name of Institution	Name of Qualification	NQF Level	Year Obtained

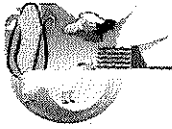
E. WORK EXPERIENCE (Additional information may be provided on your CV)						
Employer (starting with the most recent)	Position	From		To		Reason for Leaving
		MM	YY	MM	YY	
If you were previously employed in Local Government, indicate whether any condition exists that prevents your re-employment:		Yes			None	
If yes, provide the name of the previous employing municipality:						

F. DISCIPLINARY RECORD		
Have you been dismissed for misconduct on or after 5 July 2011?	Yes	No
If yes, Name of Municipality/ Institution:		
Type of a Misconduct/ Transgression		
Date of Resignation/ Disciplinary case finalized		
Award/ sanction		
Did you resign from your job on or after 5 July 2011 pending the finalization of the disciplinary proceedings? If yes, provide details on a separate sheet.	Yes	No

G. CRIMINAL RECORD		
Were you convicted of a criminal offense involving financial misconduct, fraud, or corruption on or after 5 July 2011? If yes, provide details on a separate sheet.	Yes	No
If yes, type of criminal act		
Date criminal case finalized		
Outcome/ Judgment		

H. REFERENCE				
Name of Referee	Relationship	Tel (office hours)	Cell phone number	Email

I. DECLARATION	
<p>I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract if appointed.</p>	
Signature:	Date:



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CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF POPIA: APPLICATION FOR VACANCY

Definitions:

1. **"Personal Information"** means information relating to an identifiable, living, natural person including, but not limited to, their academic transcripts, employment history, criminal records, contact information, financial information, name, age, identity number, race, gender, national or ethnic origin, colour, or age, which list is not exhaustive and further detailed in POPIA;
2. **"POPIA"** means the Protection of Personal Information Act, No. 4 of 2013 as amended from time to time.
3. **"PAIA AND POPIA Manual"** means Renosterberg's manual that deals with data processing requirements as set out in POPIA that can be requested from our offices Renosterberg Municipality.
4. **"Processing"** and/or **"Process"** means any manual or automated activity concerning Personal Information such as collecting, disseminating, storing or updating Personal Information, which list is not exhaustive and is further detailed in POPIA; and
5. **"Third Party Service Provider"** means any service provider appointed by Renosterberg Municipality to provide services subject to an agreement that sets out the terms and conditions of their appointment and in particular their obligation to Process Personal Information that belongs to the Applicant in accordance with POPIA.

By submitting my Personal Information to Renosterberg, the Applicant confirms that:

1. I have applied to Renosterberg Municipality for employment;
2. I consent to Renosterberg Municipality personally or by means of Third Party Service Provider:
 - 2.1 Collecting and capturing my Personal Information;

Initials Applicant	Initials Witness

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- 2.2 storing my Personal Information for the period required to establish my suitability for any current or future employment opportunities at Renosterberg Municipality; and
- 2.3 Verifying my identity, the Personal Information I have provided and my suitability for the role, by conducting background checks on my credit, criminal and employment history, which expressly includes contacting any member, employee or representative of my previous employers for their input.
3. I consent to authorizing my former or current employers and references to release the contents of my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to Renosterberg Municipality, whether the information is positive or negative.
4. I authorize Renosterberg Municipality to investigate all statements made in my application for employment and to obtain any and all information concerning my former/current employment. This includes my job performance appraisals/evaluations, salary history, disciplinary actions and all other matters pertaining to my employment history. I knowingly and voluntarily release all former and current employers, references, and the Renosterberg Municipality from any and all liability arising from giving or receiving information about my employment history, academic credentials or qualifications, and my suitability for employment with Renosterberg Municipality.
5. Unless Renosterberg Municipality is required to do so by law, my Personal Information shall not be shared with any third party other than Renosterberg Municipality's Third Party Service Providers, without my express approval.
6. I understand that:
 - 6.1 I have the right to object to the Processing of my Personal Information;
 - 6.2 My Personal Information shall be processed solely for the purpose outlined above, being to establish my suitability for any current or future employment opportunities at Renosterberg Municipality.
 - 6.3 My personal information will be permanently discarded by Renosterberg Municipality upon my express request'
 - 6.4 Renosterberg Municipality may need to conduct background checks or verify the information that is provided. Renosterberg Municipality may therefore pass certain information onto Third Party Service Providers to do this on its behalf. On request, Renosterberg Municipality shall disclose the results of such process, if any was conducted to me for comment, before a decision is made on my employment application;
 - 6.5 Personal Information shall be processed by Renosterberg Municipality in compliance with POPIA and in accordance with its POPIA and PAIA Manual.
 - 6.6 Insofar as any of Renosterberg Municipality shall procure written undertakings, from such Third Party Service Providers, that they will comply with the provisions of POPIA.

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APPLICANT	WITNESS
Name:	Name:
Date:	Date:
Signature:	Signature