



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

Applications are invited from suitably qualified and experienced applicants to fill the following post:

APPLICANTS WILL NOT BE REQUIRED TO COMPLETE AN APPLICATION FORM

DIRECTORATE OF FINANCIAL SERVICES

GENERAL MANAGER: BUDGET AND TREASURY

TASK GRADE 19: R 1 022 295.47 – R 1 327 025.02

(Total Package: R 1 759 020.00 per annum subject to certain conditions)

Ref. No. 14/24

Requirements:

- B.Comm Honours/ B.Compt Honours/ CMA/CA
- Ten (10) years' experience at Managerial level
- Valid code B/EB driver's license
- Certificate in Municipal Financial Management (SAQA Qualification ID 48965) **OR** to be obtained within 18 months from date of appointment. Failure to obtain/exhibit the required competence, will result in the termination of the appointee's services within one month after the end of the new appointees 18-month period as per clause 3 (b) of Government Gazette No. 37432 dated 14 March 2014
- Understand budgeting techniques and tariff formulation
- Understanding of broad financial management and costing systems

Key Performance Areas:

- Manages the Budget and Treasury Section dealing with Capital and Operating Budget, Investment and Cash Flow Management and Activity Based Costing
- Develops the strategic plan for the Budget and Treasury Department by identifying the key performance objectives, performance indicators and outcomes of the Department by aligning to the Department's SDBIP
- Responsible for recommending the best budgeting and reporting solutions by investigating the best available systems suitable for the Municipal environment
- Evaluates, monitors and measures performance of Senior Managers and other Managers by developing annual operational plans with key performance areas

- Prepares Capital and Operating Budget for the Medium Term Expenditure Framework period as well as adjustments to the budget
- Performs the budgetary control function for Council as well as monitoring the implementation of the budget and reporting
- Cash Flow Management, Investment and Management of conditional grants funds received in advance
- Budget Reform and the Implementation of The Municipal Finance Management Act
- Attends Council, Standing Committee and Departmental Meetings

PLEASE NOTE:

Enquiries regarding the above posts can be made to Mr Z. R. Shweni on 043 705 2706 or Ms M. Naidoo on 043 705 2750

Candidates who are suitably qualified as per the minimum requirements for the post set out in the advertisement are to submit a copy of their curriculum vitae together with a covering letter, along with the relevant required documentation for a specific post. (i.e. certified copies of certificates not copies of certified copies, diplomas, degrees, Identity Document and drivers' licenses, where applicable). Non-submission of the required supporting documentation may disqualify a candidate. Candidates are advised that the obligation rests upon them to demonstrate that they meet the minimum requirements specified for the post. Any candidate who does not meet the minimum requirements will be automatically disqualified.

Fraudulent qualifications or any information submitted and the canvassing of councilors or officials will disqualify any candidates with immediate effect. Candidates are cautioned that documentation and information provided is checked with relevant authorities and fraudulent submissions may also lead to criminal charges being laid against persons involved in submission thereof.

Candidates will be required to undergo a defensive driving or physical/practical test where applicable.

Buffalo City Metropolitan Municipality reserves the right not to fill any or all of the positions advertised at the sole discretion of Council.

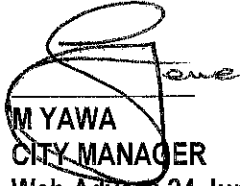
Applications can be hand delivered to the Human Resources Department, Electricity House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 5 July 2024

NOTE: The Buffalo City Metropolitan Council is committed to the provisions of the Employment Equity Act (Act No. 55 of 1998) for the advancement of previously disadvantaged and disabled persons.

Should candidates not be notified of the outcome of their applications within twenty-eight (28) days of the closing date, they may regard themselves as having been unsuccessful.

Benefits include subsidized pension, 13th cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.



M YAWA
CITY MANAGER

Web Advert: 24 June 2024