



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

**(EXTERNAL CIRCULAR)**

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

**OFFICE OF THE CITY MANAGER**

**GRANT ADMINISTRATION / FINANCIAL MANAGER – OPERATIONS: ENTERPRISE PROJECT  
MANAGEMENT OFFICE**

**TASK GRADE 19: R 737 832.33 – R 957 768.14**

**(Total Package: R 1 286 053.00 per annum subject to certain conditions)**

**Ref.No.125/18**

**(2 YEAR FIXED TERM CONTRACT POST)**

**Requirements:**

- Chartered Accountant (CA)
- Post Graduate studies in Accounting, Finance or Economics will be an added advantage
- Valid driver's license
- Eight (8) years' relevant experience

**Key Performance Areas:**

- Assists the Chief Financial Officer in discharging the duties prescribed in Chapter 9 of the Municipal Finance Management Act
- Ensures the provision of sound Financial Management in the achievement of the Municipality's strategic objectives
- Assists in providing strategic leadership and direction to the Finance, Support and Service Delivery divisions
- The following highlights some of the focus areas:
  - Reporting on the allocated grants on weekly, monthly, quarterly and annually in terms of: expenditure incurred against budget; compliance in terms of the funding agreement; submission of treasury returns.
  - Formulating creative solutions to enhance cost effectiveness and efficiency in the delivery of services.
  - Ensuring the implementation of an effective financial management system inclusive of policies, procedures, standards, systems, practices, mechanisms and anti-fraud & corruption measures.
  - Providing advice and oversight in terms of current and new contract entered by the municipality
  - Providing inputs in the formulation of the medium-term objectives, policies and strategies in support of the strategic and operational plans of the department

- Ensuring that there is consistency and alignment in the municipality's strategic plan, the MTREF, MFMA and Treasury Regulations
- Ensuring accurate forecasting, budgeting and allocation of financial resources

For further enquiries regarding the above posts kindly contact Sizwe Mbuyazwe 043 – 705 2706

**PLEASE NOTE:**

**PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY**

**APPLICANTS WILL NOT BE REQUIRED TO COMPLETE AN APPLICATION FORM**

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, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.**

**CLOSING DATE: 13<sup>th</sup> August 2018**

**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, 13<sup>th</sup> cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.

  
A SIHLAHLA  
CITY MANAGER

Daily Dispatch: 6<sup>th</sup> August 2018