

Tokologo Local Municipality is an employer who subscribes to and promotes the principles of employment equity and affirmative action. The municipality seeks a suitably qualified person to fill the under-mentioned position.

Department: Office of the Municipal Manager

POSITION: CHIEF FINANCE OFFICER

The above appointment will be made in compliance with the provisions of Sections 56 & 57 of the Local Government: Municipal Systems Amendment Act, Act 3 of 2022, and the relevant Local Government Regulations applicable to the appointment of Senior Managers. The appointed candidate in this position will be permanent and based at Tokologo Local Municipality's Head Offices in Boshof.

JOB ADVERTISEMENT	
JOB TITLE	CHIEF FINANCE OFFICER
REPORTING TO	THE MUNICIPAL MANAGER
PLACE OF WORK	BOSHOF
REMUNERATION	R913 969 (Minimum), R1 026 932 (Midpoint), R1 123 501 (Maximum) As determined by notice No. 50737 of 30 May 2024 on upper limits for senior managers for a category 2 Municipality on upper limits for senior managers for a category 2 municipality. The pay scale will be determined by competence.
NO OF INCUMBENTS	1
DURATION	Permanent
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> 🚩 Minimum Competency Requirements for Senior Managers as promulgated in Government Gazette No 37245 of 17 January 2014, Local Government: Regulations on appointment and conditions of employment of senior managers, Local Government System Act, 2000, as amended will apply. 🚩 A Bachelors degree in Accounting/Finance /Economics or a relevant qualification registered on the National Qualifications Framework at NQF Level 7 or a Chartered Accountant (SA), such qualification having been obtained from a recognised tertiary institution 🚩 Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007, or Municipal Finance Management Programme 🚩 Extensive knowledge of the Local Government Municipal Finance Management Act 2003, National Treasury Regulations and all other related regulations

	<ul style="list-style-type: none"> ✚ Ability to compile Municipal Budget and Annual Financial Statements ✚ Excellent communication and report writing skills ✚ Knowledge and understanding of computerised Financial Systems, Excel, Database, MS Word and PowerPoint
OTHER REQUIREMENTS	<ul style="list-style-type: none"> ✚ The appointed candidate must be in possession of a valid driver's license and a suitable vehicle for proper performance of his/her functions; Willingness to work irregular hours with extensive travelling; Compliance with limitation of political rights as contained in Municipal Systems Amendment Act, No 7 of 2011.
ADDED ADVANTAGE	<ul style="list-style-type: none"> ✚ Registered Chartered Accountant; ✚ Membership of IMFO or equivalent professional bodies;
MINIMUM EXPERIENCE	<ul style="list-style-type: none"> ✚ Minimum of 5 Years relevant experience at middle management level in the Local Government sector; ✚ Must meet competency levels for Senior Managers as published in the Government Gazette No 37245 dated 17 January 2014. ✚ Have proven successful institutional transformation within public or private sector.
JOB RESPONSIBILITIES	<ul style="list-style-type: none"> ✚ Be responsible for the overall management of the Budget and Treasury office. ✚ Draft and implement the departmental SDBIP ✚ Perform all delegations by the Accounting Officer in terms of MFMA, and any other duties or functions that may be assigned by the Accounting Officer of the municipality. ✚ Managing, planning, organizing, coordinating, directing and controlling activities of staff at the Budget and Treasury Office, as well as Supply Chain Management. ✚ Contributing to strategic planning and budget alignment and reporting to executive and management team; ✚ Advise the Accounting Officer on the exercise of powers and duties assigned to the Accounting Officer in terms of the MFMA; ✚ Assist the Accounting Officer in the administration of the Municipality's bank accounts and in the preparation and implementation of the municipalities budget; and financial statements; ✚ Advise Senior Managers and other senior officials on the exercise of powers and duties assigned to them in terms of Section 78 or delegated to them in terms of Section 79 of the MFMA

	<ul style="list-style-type: none"> Perform budgeting, accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management, review and other duties as may be required in terms of section 79
KNOWLEDGE, SKILLS, COMPETENCIES AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Good knowledge and understanding of Local Government - relevant policy and legislation; Good knowledge and understanding of institutional governance system and performance management; Understanding of Council Operations and delegation of powers; Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act 5 of 2000; Good Governance, Labour Relations Act, and other labour related prescripts; Knowledge of coordination and oversight of all specialized support functions; Must possess the Minimum Competency Requirements for Senior Managers as promulgated in Government Gazette No 37245 of 17 January 2014, Local Government: Regulations on appointment and conditions of employment of senior managers, Local Government System Act, 2000, as amended; Leading Competencies: Strategic Direction and Leadership, People Management, Program and project Management, Financial Management, Change Leadership and Governance Leadership. Core Competencies: Moral Competence, Planning and Organizing, Analyzing and Innovation, Knowledge and Information Management, Communication, Results and Quality Focus. Ethical, integrity, honesty, maturity and courtesy * Diplomacy and commitment to providing progressive democratic and accountable government* Strategist and excellent corporate planner * Excellent communication (written and verbal) and motivational skills * Interpersonal skills and Customer focused * Advanced negotiation skills * Conceptual and Analytical thinker * Diversity management skills. * Computer literacy in MS Word, Excel and PowerPoint
SUBMISSION OF APPLICATIONS	<ul style="list-style-type: none"> Only SA citizens or permanent residents are eligible to apply Applicants must use Annexure C [Application form] of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers available at the municipal offices or on the municipal website: www.tokologo.gov.za

	<ul style="list-style-type: none"> ✚ All applications must be on the prescribed application form and must include a comprehensive Curriculum Vitae with at least three contactable references (telephonically and e-mail), originally certified copies (not older than six months) of Qualifications, ID and driver's license. ✚ It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to attach the proof thereof. ✚ Short-listed candidate will be subjected to reference check, criminal record check, and signing of indemnity forms. ✚ The applicant gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act (include signed consent letter). ✚ On appointment the appointee should not be holding any political office in a political party whether in a permanent, temporary or acting capacity. ✚ Applications for this vacancy must be addressed to: The Municipal Manager, Tokologo Local Municipality, Private Bag X46, Boshof, 8340. ✚ In anticipation of a large number of applications, correspondence will be limited to the short listed candidates only. ✚ Recommended candidate(s) will be subjected to a competency based assessment for two days prior appointment. ✚ Successful candidates will be required to sign employment contract before assumption of duty, a performance agreement and disclosure of financial interest form within 60 days of appointment and annually thereafter within 30 days of the beginning of a financial year. ✚ Council reserves the right to place and move the candidate anywhere within the municipal jurisdiction ✚ You are further advised that the Council has the right not to appoint any candidate if in its view no suitable candidate could be found. ✚ Canvassing for appointment is highly discouraged. ✚ No faxed or emailed applications will be accepted. If you have not received any response within 60 days after the closing date, consider your application unsuccessful. ✚ The appointment will be made in compliance with the provisions of the relevant sections of the Local Government Municipal Systems Act and relevant Regulations.
--	---

	<p>✚ The successful candidate will be reporting directly to the Accounting Officer</p> <p>✚ Enquiries regarding the position may be directed to the Human Resources Manager: Mrs T.F Morena-Saul at the following telephone number: 053 541 0014 during office hours</p>
CLOSING DATE OF APPLICATIONS	02 July 2025 at 16h00
MUNICIPAL MANAGER	Mr A.M SEHLOHO