



## LEJWELEPUTSWA DISTRICT MUNICIPALITY INTERNAL ADVERTISEMENT



The Lejweleputswa District Municipality hereby invites suitable qualified individuals to apply for the **INTERNAL** under-mentioned positions;

Candidates, who wish to be considered for a post, must post /submit their applications and completed, detailed and comprehensive CV's directly to the Corporate Services Department.

**PLEASE NOTE THAT CV'S RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED**

The Lejweleputswa District Municipality subscribes to the principles of the Employment Equity Act. Certified copies of highest educational qualifications must accompany applications.

Please note that if you do not receive any correspondence from the municipality, regarding your application, within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

### FINANCE DEPARTMENT

#### **MANAGER- FINANCE, REPORTING AND MONITORING X1 (LEVEL 3)**

**QUALIFICATIONS AND EXPERIENCE:** ● BCom Degree in Financial Management and Administration or relevant ● Compliance with the Financial, Budgeting, Asset Management, mSCOA compliance, GRAP Annual Financial Statement, Management of Audit processes and Improvement and Supply Chain Management Competency Areas as required in terms of GNR493 as published in Government Gazette No. 29967 of 15 June 2007) ● 5 years' relevant experience.

**REQUIREMENTS AND SKILLS** ● Code B Drivers' License ● Computer literacy (MS Office applications and SAMRAS) ● Proficiency in at least 2 of the official languages (read, write and speak) ● Good management, human relations, interpersonal and communication skills ● Analytical skills ● High level of responsibility ● Ability to give attention to detail ● Ability to work under pressure.

**FUNCTIONS & RESPONSIBILITIES:** ● Manage, co-ordinate and control the key performance and result indicators associated with Financial Planning, Budgeting and Reporting ● Identify and define the immediate, short and long term objectives/ plans ● Analyze and align financial requirements with capacity and capability ● Manage, control and direct the implementation of specific financial procedures, systems and controls associated with the various financial activities ● Manage the implementation of risk management and mitigation strategies across all Divisional functions ● Manage the preparation of capital and operating estimates and control expenditure against the approved budget allocations ● Disseminate guidance and information on specific key performance areas and requirements associated with the financial planning and reporting program and financial procedures ● Manages specific administrative and reporting requirements associated with the key performances and result indicators.

**Work related enquiries can be directed to Chief Financial Officer: Mr. P.K Pitso, [pitsopk@lejwe.co.za](mailto:pitsopk@lejwe.co.za) or on telephone: 057 101 0187.**

**For general enquiries contact Executive Manager: Corporate Services, Me. L.M Mahlangu, [hodcorporateservices@lejwe.co.za](mailto:hodcorporateservices@lejwe.co.za) on telephone: 057 101 0187.**

The Lejweleputswa District Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

Completed applications forms must be submitted with attached certified copies of Identity document and qualifications as well as a CV. Applications can be delivered to: Lejweleputswa District Municipality c/o Tempest and Jan Hofmeyer Road, WELKOM. The attention of the District Municipal Manager: Me P.M.E Kaota. All general enquiries must be directed to the Department of Corporate Services.

Application forms can be collected from the above-mentioned office between 08:00 and 13:00 Monday to Friday.

Closing date: Friday, 13 August 2021



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**PME KAOTA**  
**MUNICIPAL MANAGER**

**We thank all applicants for their interest**