



SOL PLAATJE MUNICIPALITY KIMBERLEY

Sol Plaatje Local Municipality - We Serve

Directorate: Financial and Services

General Manager: Revenue Management (Revenue Management)

**Salary: R1 267 354-R1 539 289 per annum T17 (Ref. 2019/32)
(5-year contract)**

Requirements: • BCom Honours in Accounting / Public Finance / Business Management or equivalent • Completed CPMD or MFMP or at least enrolled or prepared to enrol and complete within 18 months from date of appointment • Drivers licence • Admission as a professional in any Accounting / Municipal Officials Association Body • Experience at a middle to senior management level of 7 years in municipal environment • Knowledge of: revenue protection strategies and debt management / legal collection process; MFMA, MSA, property taxation and valuations; applicable legislation and policies; budget tariff determination • Ability to work under pressure in a formal and professional environment.

Functions: • Responsible for divisional programmes relating to consolidated billing, debt management, data validation and prepayment metering and property rates and valuations • Control and oversee the preparation of capital and revenue estimates for their divisional programmes • Prepare revenue estimates for services to be rendered by municipality and budget processes, including preparation of tariffs for full cost recovery • Provide support to Chief Financial Officer, Accounting Officer, Mayor during budget processes and public participation • Build linkage between development planning, town planning, infrastructure, information system department and all other stakeholders to build sound and effective revenue management value chain • Resolve challenges resulting technical and technical losses • Perform all managerial functions and oversee performance of all sections responsible for programs in revenue management and employee benefits budget • Ensure compliance with relevant legislative frameworks, MFMA, MSA, etc • Develop and oversee implementation of policies and procedures of programmes within revenue management of municipality • Ensure adherence to applicable reporting standards and all legislative requirements • Keep proper record of all documents and correspondence • Keep in touch and follow up on progress of all enquiries by customers.

Senior Manager: Emoluments and Expenditure (Expenditure)

**Salary: R1 267 354-R1 539 289 per annum T17 (Ref. 2019/33) 5 Year
Contract**

Requirements: • BCom Honours in Accounting / Economics / Business Management or equivalent • Completed CPMD or MFMP or at least enrolled or prepared to enrol and complete within 18 months from date of appointment • Drivers licence • Admission as a professional in any Accounting / Municipal Officials Association Body • Knowledge of: MFMA, Supply Chain Management, Income Tax Act, VAT legislation and administration of employee benefits • Minimum of 5 years in a managerial position in a municipal environment • Registered as a CA (SA) / PA (SA)

Functions: • Ensure that the municipality complies with all relevant tax laws • Oversee the implementation of SALGBC agreements • Develop and oversee implementation of policies and procedures within revenue management of municipality • Perform managerial function, oversee the performance of the section and the employee benefits budget • Account for project personnel costs and remuneration • Appraise staff on annual basis • Ensure compliance with relevant legislative frameworks • Develop and oversee implementation policies and procedures for creditors control, sundry payments and payroll • Control section's budget • Authorise bank transfers and bank reconciliations • Manage payroll and ensure the accurate implementation of employee taxation • Ensures timeous payment of third parties from payroll, creditors and staff • Resolve queries on employee benefits • Control capital budget spending • Fulfil all reporting requirements (MFMA, management and sectional reports).

Closing date: 29 October 2019 at 16:00

An official Sol Plaatje application form must accompany your Curriculum Vitae, as well as diplomas/certificates applicable to the post being advertised. The vacancy particulars and reference number must be correctly specified on the application form. Applications will not be considered after the closing date and time.

Forward the application form, CV, diplomas / certificates to fax 087 220 3743 or e-mail work@solplaatje.org.za or drop off in the application box on the 3rd floor, New Civic Building for attention: Mrs Christine Gouws.

Application forms can be obtained from:

- Sol Plaatje Municipality, New Civic Building, cnr Bultfontein and Lyndhurst Avenues
- www.solplaatje.org.za
- via e-mail to work@solplaatje.org.za

The vacancy particulars and reference number must be correctly specified on the application form. Applications received after the closing date will not be considered.

Telephonic enquiries: Mrs Christine Gouws at (053) 830-6705.