



Sol Plaatje Municipality invites applications from suitably qualified candidates to fill the following vacant position within its establishment:

## Chief Financial Officer

### AA Appointment

Ref. No: 2023/004

**Annual Total Remuneration Package:** Between R1 242 662 (Minimum) and R1 669 319 (Maximum) as per Government Gazette No. 48789, of 14 June 2023.

**Term of Appointment:** Permanent Appointment.

**Minimum Qualifications / Requirements:** At least NQF level 7 in fields of Accounting, Finance of Economics or preferably Chartered Accountant (SA).

**Years of experience:** • Minimum of 7 years' experience at senior and middle management levels, of which at least 2 years' must be at senior management level. • CPMD or Municipal Financial Management Programme, if not already acquired, the incumbent will be required to complete the training within 18 months of the appointment date.

**Type of knowledge:** • Have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the Municipal Finance Management Act. • Good knowledge and understanding of relevant policy and legislation. • Comply with any financial management responsibilities, functions and powers entrusted to the position. • Understanding of supply chain management policies and processes. • Knowledge and understanding of current ICT systems for improvement of the organisation. • Management of assets and proper record keeping of the relevant data.

**Competencies (as per Local Government: Municipal Finance Management Act, 2003):** • Strategic leadership and management. • Strategic financial management. • Operational financial management. • Governance, ethics and values in financial management. • Financial and performance reporting. • Risk and change management. • Project management. • Legislation, policy and implementation. • Stakeholder relations. • Supply chain management. • Audit and assurance.

### Key Performance Areas:

- **Institutional budget and assistance to the Municipal Manager.**
  - Guide the management towards an effective, economic and efficient finance function.
  - Lead budget implementation systems of a complex nature and manage the achievement of financial strategies and goals.
  - Foster a positive and creative management culture.
  - Formulate and influence short, medium and long-term financial plan to deliver on strategies and goals.
- **Reporting on municipal operation.**
  - Implement and manage the financial performance of the municipality and report these to the Municipal Manager and Council.
  - Compile quarterly reports on departmental and municipal performance supported by quarterly financial statements on expenditure, revenue and conditional grants.
  - Undertake the annual closure of accounts and producing year-end reports on expenditure, revenues and conditional grants.
- **Supply Chain Management.**
  - Manage and oversee a fair, equitable, transparent, competitive and cost-effective supply chain management function.
  - Approve and oversee the automation of procurement requisitions and goods receipts through the procurement SOLAR system when required.
  - Oversee contract management and ensure compliance with relevant regulatory policies.
- **Operational Financial Management.**
  - Commission, lead and operate financial systems, accounting principles and practices.
  - Formulate and contribute to specifications of appropriate and accurate financial operating systems.
  - Analyses regular reports, relating to the measurement and monitoring of financial information and performance, including the implementation of the budget and service delivery and budget implementation plan (SDBIP).
- **Revenue Strategy and Implementation.**
  - Ensure that the income of municipal departments is properly planned and fully accounted for, and that cash once received is safeguarded and banked promptly.
  - Develop strategies that will generate maximum revenue and stakeholder value over the short and long-term.

### Please Note:

- Late applications will not be considered after closing date and time.
- Candidates are required to complete the prescribed Chief Financial Officer Sol Plaatje Municipality application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014, **which is available on the municipal website ([www.solplaatje.org.za](http://www.solplaatje.org.za))**. Failure to do so will result in the candidate being disqualified.
- **Your application must include the Chief Financial Officer Sol Plaatje Municipality application form, MIE vetting form and financial disclosure form.**
- Shortlisted candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and should disclose financial interest.
- Shortlisted candidates will also undergo competency assessments (Government Gazette No. 48789)
- Sol Plaatje Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation.
- Applications in writing on the official application form and accompanied by a comprehensive CV and certified copies of diplomas / certificates, which will be regarded as confidential, must be directed to: Mrs C Gouws and dropped off in the application box at Sol Plaatje Municipality, c/o Bultfontein & Lyndhurst Avenues, New Civic Building, HR, 3<sup>rd</sup> Floor.
- Alternatively, electronic applications accompanied by the official application form, a comprehensive CV and certified copies of diplomas/certificates may be emailed to [cgouws@solplaatje.org.za](mailto:cgouws@solplaatje.org.za).
- These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant.
- No CV's and certified copies of qualifications will be returned on the applicant's request, therefore please do not send us original certificates.

**ENQUIRIES: MRS C GOUWS, (053) 830 6705 / [cgouws@solplaatje.org.za](mailto:cgouws@solplaatje.org.za)**

**Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant.**

**THE SOL PLAATJE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT.**

**CLOSING DATE: 11 December 2023 @ 16:00**



**Sol Plaatje Municipality**  
**Sol Plaatje Drive, Kimberley, 8301**  
**Recruitment Tel (053) 830 6705**  
**Email [work@solplaatje.org.za](mailto:work@solplaatje.org.za)**  
**Website [www.solplaatje.org.za](http://www.solplaatje.org.za)**

## APPLICATION FORM FOR EMPLOYMENT

1. This form must be completed in full, accurately and legibly in your own handwriting with a black pen. All relevant substantial information must be provided in this form. Any additional information may be provided on a CV.
2. A separate application form is required should you apply for more than one position.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist Sol Plaatje Municipality to expedite recruitment and selection process.
4. All information received shall be treated with confidentiality and shall not be used for any other purpose than to assess suitability to the advertised position.
5. Canvassing for appointment will disqualify an applicant.
6. If you have not been contacted within 60 days, your application was unsuccessful.
7. This application form is used to assist Sol Plaatje Municipality with the recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

### DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for	C H I E F F I N A N C I A L S E R V I C E S																		
Reference Number	2	0	2	3	/	0	0	4	Notice service period										
Employment Status	Unemployed <input type="checkbox"/>			Employed <input type="checkbox"/>			Self-employed <input type="checkbox"/>												

### PERSONAL DETAILS

Internal Candidate	Yes	No	Intern	Yes	No	If yes, from				Employee Pay Number			
Surname													
First Names													
ID / Passport Number													
Gender	Male	Female	Race	African			Coloured		Indian		White		
Do you have a disability?	Yes	No	If yes, elaborate.										
Are you a South African Citizen?	Yes	No	If not, what is your nationality?										
			Do you have a valid work permit?	Yes	No								
Do you hold a professional membership with any professional body?	Yes	No	Membership Number										
Name of professional body									Expiry Date				
Languages (Read, Write & Speak)	Afrikaans	<input type="checkbox"/>	English	<input type="checkbox"/>	Ndebele	<input type="checkbox"/>	Northern Sotho	<input type="checkbox"/>	Southern Sotho	<input type="checkbox"/>	Swazi	<input type="checkbox"/>	
	Tswana	<input type="checkbox"/>	Tsonga	<input type="checkbox"/>	Venda	<input type="checkbox"/>	Xhosa	<input type="checkbox"/>	Zulu	<input type="checkbox"/>	Sign Language	<input type="checkbox"/>	
Drivers Licence	Yes	No	Licence Code	A	A1	B	C1	C	EB	EC1	EC	PDP	Learners

### CONTACT DETAILS

Mobile Phone Number											<i>Please ensure the number is correct. If it changes, please inform us.</i>			
Residential Address											Postal Code			
Postal Address											Postal Code			
Email Address														
Preferred Language of Communication														

**QUALIFICATIONS (Please elaborate on CV)**

**Highest secondary qualification obtained**

Name of School

Highest Grade      Year Obtained

**Highest tertiary qualification obtained**

Name of Institution

Name of Qualification

NQF Level      Year Obtained

Name of Institution

Name of Qualification

NQF Level      Year Obtained

Name of Institution

Name of Qualification

NQF Level      Year Obtained

**WORK EXPERIENCE (Please elaborate on CV) – Start with the most recent (i.e. current employer)**

Employer

Post Held

From      Month      Year      To      Month      Year

Reason for Leaving

Employer

Post Held

From      Month      Year      To      Month      Year

Reason for Leaving

Employer

Post Held

From      Month      Year      To      Month      Year

Reason for Leaving

**DISCIPLINARY RECORD**

Have you been dismissed for misconduct during the past ten (10) years?      Yes      No

If yes, name of Municipality / Employer

Type of misconduct / transgression

Date of resignation / disciplinary case finalised / dismissal

Award / sanction

Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?      Yes      No

**CRIMINAL RECORD**

Have you been convicted of any criminal offence in a court of law during the past ten (10) years? Yes  No

If yes, type of criminal act

Date criminal case finalised

Outcome / Judgement. Please attach proof.

**REFERENCES (Please elaborate on CV)**

Name of Referee

Relationship

Telephone number – office hours (    )    Mobile Phone Number

Email Address

Name of Referee

Relationship

Telephone number – office hours (    )    Mobile Phone Number

Email Address

Name of Referee

Relationship

Telephone number – office hours (    )    Mobile Phone Number

Email Address

**DECLARATION**

- I hereby certify that all information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. All relevant information to assist in my application has been disclosed.
- I realise that if this application should lead to my appointment and there is proof that false information has been provided, this may lead to legal proceedings and immediate dismissal.
- I confirm that my contact details given here are correct and if anything changes, I will inform Sol Plaatje Municipality as it is my obligation to provide correct contact information. All correspondence from Sol Plaatje Municipality is done via email and / or sms (text messaging).
- I will avail myself on the date and time scheduled for interviews by Sol Plaatje Municipality as I understand that interview dates cannot be altered.
- The Sol Plaatje Municipality complies with the provisions of the POPIA and you are hereby giving consent that your information will only be used for the purpose of the position you have applied for.
- I hereby also give consent that Sol Plaatje Municipality can access my personal information and conduct the following checks as and when necessary qualification(s), memberships, work permits, employment references, criminal record, ID verification, drivers' licence and PDP.

Signature Date

**FOR SOL PLAATJE MUNICIPALITY RECRUITMENT OFFICE USE ONLY**

Appointed as From

Salary Scale Notch

Remarks Post ID

Directorate Appointments Committee

Vote number Reference No 20\_\_\_\_ / \_\_\_\_\_

Application processed (Recruitment) Date

Comments

Comments

Approval – Executive Director Date

Approval – Municipal Manager Date

Approval – Human Resource Manager Date

Approval – Human Resource Manager Date

**COMPANY DETAILS "Company"** **To be completed by Company Agent**

Company Name: Sol Plaatjie Municipality Email: cgouws@solplaatje.org.za  
 Agent Name: Christine Gouws Mobile No: 053 830 6705

**CANDIDATE PERSONAL INFORMATION** **To be completed by the Candidate**

Surname: \_\_\_\_\_  
 Full Names: \_\_\_\_\_ Maiden Name \_\_\_\_\_  
 Mobile Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 ID Number / Identifier: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--

  
 Description of Identifier: \_\_\_\_\_  
 E.g. South African ID Number, Zimbabwean Passport Number, etc.

**BACKGROUND SCREENING CHECKS** **To be completed by the Company Agent**

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Credit Check</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Qualification</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Employment References</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Criminal Checks</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Fraud Check</td></tr> </table>		Credit Check		Qualification		Employment References		Criminal Checks		Fraud Check	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Sanctions</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Identity Verifications</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Insurance Regulations</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Drivers license &amp; Vehicles</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Social Media Screening Checks</td></tr> </table>		Sanctions		Identity Verifications		Insurance Regulations		Drivers license & Vehicles		Social Media Screening Checks
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**DEFINITIONS**

- "Candidate" means the person on whom the Company will process background screening checks for lawful purposes including but not limited to employment/ continuation of employment;
- "Company" refers to MIE Client;
- "Consumer Credit Information" shall have the meaning ascribed to it in section 70 of the NCA;
- "FAIS Act" shall mean the Financial Advisory and Intermediary Services Act of 2002;
- "FSCA" refers to the Financial Sector Conduct Authority;
- "NCA" shall mean the National Credit Act, No. 34 of 2005, as amended from time to time, including any regulations made under the Act;
- "Personal Information" shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;
- "POPI" shall mean the Protection of Personal Information Act, No. 4 of 2013, as amended from time to time, including any regulations made under the Act;
- "Privacy and Data Protection Conditions" refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information;
- "Responsible Parties" have meaning to the Company and MIE together, and "Responsible Party" any one of them;
- "Verification Information Suppliers" shall mean third parties acting on behalf of MIE, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud prevention organisations;

**ACKNOWLEDGMENT OF THE USE OF PERSONAL INFORMATION**

- I acknowledge
- that the Company's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd ("MIE"), will need to process my Personal Information to conduct background screening checks as indicated above which are required by the Company.
  - that verification requests form part of the background screening process and that:
    - requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA and for the below prescribed purposes only;
      - For employment in a position of trust and honesty and entails the handling of cash or finances;
      - Fraud prevention or detection.
    - data obtained from the FSCA serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
    - that any Personal Information supplied to the Company is provided voluntarily and is accurate and current as the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company, I further agree to correct and update such information when necessary;
  - that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner, and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes I have authorised.
  - that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.
  - may be shared by the Company with MIE and may be further shared by MIE with the Verification Information Suppliers for verification or other legitimate purposes;
  - may be shared by the Verification Information Suppliers with MIE and be further stored and shared by MIE with the Company and Fraud databases or services when the information provided for verification is deemed fraudulent by the Verification information Suppliers for purposes of continued or future employment or for other legitimate purposes as per the NCA or other National or Provincial Legislation;
  - may be stored by MIE, for legislated retention periods and where such periods are not legislated then my personal information may be stored by MIE for as long as the information may be needed for verification purposes, or any other period as I may agree with the MIE. and
  - Personal Information may be transferred cross-border to countries, for verification or storage purposes. In any cross-border transfer of personal information MIE will comply with the security safeguards as provided for in the POPIA including but not limited to ensuring that the information is secured when transported to or from the recipient.
  - I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
  - A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any information in the record provided.
  - "I agree that MIE, to the extent permitted by law, will not be liable for any complaint, claim or action brought by me, arising from any action or omission by MIE, to the extent that such action or omission resulted from MIE complying with the terms of this agreement and I shall indemnify, hold harmless and defend MIE from and against any such claims or actions brought against MIE."

	<b>CANDIDATE</b>	<b>COMPANY AGENT</b>
<b>SIGNATURE</b>		
<b>DATE</b>		

All signatories to this document agree that MIE will NOT be held liable for the content, factual correctness or accuracy of any Supplier Data supplied to MIE for the Company by MIE's suppliers. The Company and the Candidate hereby indemnifies and holds MIE harmless against any loss arising from neglect or damage in procuring, communicating, or failing to communicate information to the Company.



Sol Plaatje Municipality  
Sol Plaatje Drive, Kimberley, 8301  
Recruitment Tel (053) 830 6705  
Email [work@solplaatje.org.za](mailto:work@solplaatje.org.za)  
Website [www.solplaatje.org.za](http://www.solplaatje.org.za)

## FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) \_\_\_\_\_

(postal address) \_\_\_\_\_

(residential address) \_\_\_\_\_

(position held) \_\_\_\_\_

(name of municipality) \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

hereby certify that the following information is complete and correct to the best of my knowledge.

### 1. Shares and other financial interests (not bank accounts with financial institutions)

Number of shares / Extent of financial interest	Nature	Nominal value	Name of Company / Entity

### 2. Directorships and partnerships

Name of corporate entity	Type of business	Amount of Remuneration / Income

### 3. Remunerated work outside of the Municipality (must be sanctioned by Council)

Name of employer	Type of work	Amount of Remuneration / Income

## CONFIDENTIAL

Council

Signature by Mayor / Designate: \_\_\_\_\_ Date: \_\_\_\_\_

### 4. Consultancies and Retainerships

Name of Client	Nature	Type of business activity	Value of any benefits received

**5. Sponsorships**

Source of assistance / sponsorship	Descriptions of assistance / sponsorship	Value of assistance / sponsorship

**6. Gifts and Hospitality from a source rather than a family member**

Description	Value	Member

**7. Land and Property**

Description	Extent	Area	Value

\_\_\_\_\_  
SIGNATURE OF SENIOR MANAGER

Date: \_\_\_\_\_

Place: \_\_\_\_\_