



MOPANI DISTRICT
MUNICIPALITY

MOPANI DISTRICT MUNICIPALITY STRIVES TO MAINTAIN ITS STRATEGIC POSITION AS THE FOOD BASKET OF SOUTH AFRICA AND TOURISM DESTINATION OF CHOICE IN SOUTH AFRICA.

APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:

DIRECTORATE: OFFICE OF THE EXECUTIVE MAYOR

POST: MANAGER - OFFICE OF THE EXECUTIVE MAYOR. (PL. 2)

The contract period is in line with the Municipal Staff Regulation on the appointment of the political office positions. The appointed candidate will be on a contract which is linked to the term of office of the political office bearer and not term of Council (Performance Based Contract) — that is, the contract period should not exceed a period ending thirty (30) days after the exit of the political office bearer. The remuneration package is R867 166,20 per annum (Excluding benefits).

REQUIREMENTS: Grade 12 Certificate. A minimum qualification of an appropriate B. Degree or equivalent tertiary qualification in Public Administration or Management / Political Science. Proven management competencies. 4-5 years' experience in middle management. Previous exposure to arranging meetings and conferences and other administrative and strategic management functions. Good conceptualization of the political and administrative interface. Working knowledge of the political and Council processes. Further note that all shortlisted applicants will be subjected to security vetting clearance, and information verification and there will be a need for signing of an employment Contract, A performance agreement and disclosure of financial interest.

KEY PERFORMANCE AREAS: The successful candidate will be responsible and accountable for the following: Manage, create and maintain systems and procedures for tracking and following up on all correspondences related to the Office of the Executive Mayor.

DIRECTORATE: BUDGET AND TREASURY

POST: SENIOR ACCOUNTANT: FINANCIAL REPORTING (PL.4)

REMUNERATION: R 604 495,23 – R 667 185,95 per annum (excluding benefits).

MINIMUM REQUIREMENTS: Grade 12 Certificate. National Diploma/B-degree in Accounting/ Financial Management Qualification or Equivalent, 3 - 4 years relevant experience.

KNOWLEDGE & SKILLS: Knowledge of Local Government and Municipal Financial Systems, Knowledge of Finance, Accounting, budgeting, reporting and cost control principles including Generally accepted Accounting Principles, Good interpersonal relations and communication Skills, Exceptional excel and word skills, and code EB License is Essential.

KEY PERFORMANCE AREA: Develop and implements financial models, systems and procedures for management accounting, Compile and analyse management accounting quarterly reports. Analyses business operations, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses and provide advice accordingly. Prepare tariff determinations for approval and consultation with stakeholders. Generates standard and compliance reports i.e. management reports, and National Treasury reports. Prepare monthly, quarterly, half yearly and annual financial statements. Advice, recommend and provide effective and efficient financial management to enhance organisational performance. Implement Risk and Audit action plan, Provide leadership and mentorship.

POST: ACCOUNTANT: FINANCIAL REPORTING (PL.5)

REMUNERATION: R 534 018,08 – R 589 795,95 per annum (excluding benefits).

MINIMUM REQUIREMENTS: Grade 12 Certificate. National Diploma/B-degree in Accounting/ Financial Management Qualification or Equivalent, 2-3 years relevant experience.

KNOWLEDGE & SKILLS: Knowledge of Local Government and Municipal Financial Systems, Knowledge of Finance, Accounting, budgeting, reporting and cost control principles including Generally accepted Accounting Principles, Good interpersonal relations and communication Skills, Exceptional excel and word skills, and code EB License is Essential.

KEY PERFORMANCE AREA: Develop and implement financial models, systems and procedures for management accounting, Compile and analyse management accounting quarterly reports. Analyses business operations, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses and provide advice



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accordingly. Prepare tariff determinations for approval and consultation with stakeholders. Generates standard and compliance reports i.e. management reports, and National Treasury reports. Prepare monthly, quarterly, half yearly and annual financial statements. Advice, recommend and provide effective and efficient financial management to enhance organisational performance.

WOMEN AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

PLEASE NOTE: Fraudulent qualifications or documentation will immediately disqualify any application. MDM reserves the right not to fill this post, should there be no suitable candidate identified. Late submissions will be disqualified. Should you not receive any response within three (3) months after the closing date, regard your application as unsuccessful. Submission without certified copies of qualifications will not be considered.

Enquiries : Ms Maswanganyi S.N. @ 015-811 6300.

Please forward your application through the relevant prescribed form accessible from Mopani Website - www.mopani.gov.za (Fax applications and Z.83 form not allowed) together with your comprehensive CV and recently certified copies (for not longer than six (06) month) of your qualifications and the identity document to :

The Municipal Manager,
Mopani District Municipality,
Private Bag x9687,
GIYANI,
0826

HAND DELIVERY TO:
Government Buildings, Former Premier's Office,
Mopani District Municipality,
Ground Floor, Registry Office No. 13,
GIYANI,
0826

**MR MOGANO T.J.
MUNICIPAL MANAGER**

CLOSING DATE: 20 NOVEMBER 2024