



BA-PHALABORWA MUNICIPALITY

AUDIT COMMITTEE MEMBERS

Section 166 of the Municipal Finance Management Act, 2003, requires Council to appoint an Audit Committee which will serve as an independent advisory body. In accordance with these provisions of the MFMA and Local Government: Municipal Planning and Performance Management Regulation of 2006, the Ba-Phalaborwa Municipality seeks to appoint suitably qualified professionals to serve as Audit Committee members.

REQUIREMENTS

- Post graduate degree in any of the following: Accounting, Financial Management, Internal Auditing, Auditing, Legal, IT and or Performance Management.
- Minimum experience of 8 years in any of the following:- Internal Auditing, Risk Management, Auditing, Accounting, Legal, IT and or Performance Management at senior management level
- Minimum experience of 6 years of serving in the audit committee
- Professional qualification (MBA, CA, CIA, CISA)
- Proven expertise and experience in the fields of financial management
- Proven expertise and experience in performance management
- In depth understanding of Internal Auditing, Risk Management, financial management, Information technology, Human Resources Management and municipal legislation.
- Be a member of the Professional Body relevant for their expertise
- Preparedness to be subject to security clearance

KEY FUNCTIONS

The interested persons will be expected to render, inter alia, the following services:

- Advise the municipal council, the political office-bearers, the accounting officer and the management staff of the municipality on following matters:-
 - Internal financial control and internal audits
 - Risk Management
 - Accounting policies
 - The adequacy, reliability and accuracy of financial reporting and information
 - Performance Management
 - Effective governance
 - Compliance with this Act, the annual Division of Revenue and any other applicable legislation
 - Performance evaluation and
 - Any other issues referred to it by the municipality.
- Review the annual financial statements to provide the council of Ba-Phalaborwa municipality with an authoritative and credible view of its financial position, its efficiency and effectiveness and its overall level of compliance with the MFMA, DORA and any other applicable legislation.
- Respond to the Ba-Phalaborwa Municipal Council on any issues raised by the Auditor General in the audit report
- Carry out such investigations into the financial affairs of Ba-Phalaborwa municipality which Council may request.
- Perform such other functions as may be prescribed
- Access the financial records and other relevant information of Ba-Phalaborwa Municipality in performing its duties in liaison with the Internal Auditor or a person designated by the Auditor General to audit the financial statement of Ba-Phalaborwa Municipality.

CHAIRPERSON OF RISK MANAGEMENT COMMITTEE

REQUIREMENTS:

- A post graduate degree in Risk Management or Auditing or other relevant qualification.
- Member of Institute of risk management or studying towards Certified Risk Management Practitioner will be an added advantage.

- Minimum of 8 years' experience in the Risk Management or Internal Auditing environment at a Senior Management Level.
- Minimum of 6 years proven experience as a member of risk management or audit committee
- Excellent knowledge of the Risk Management and Corporate Governance, Municipal Finance Management Act and Treasury Regulations, Enterprise Wide Risk Management (EWRM), COSO model and Public Sector Risk Management Framework.
- Knowledge and understanding of internal controls, project management, governance, risk management principles, accounting practices and ICT and exposure to risk management legislations and policies.
- Be a member of the Professional Body relevant for risk management

KEY FUNCTIONS:

- To review and monitor Implementation of the Risk Management Framework, Policies and Strategy within the municipality.
- Advice on integration of risk management into planning, monitoring and reporting processes.
- Provide advice/guidance on setting risk of appetite and review risk appetite and tolerance levels.
- To assist the municipality to ensure that the Risk Management activities are conducted in accordance with the Public Sector Risk Management Framework, MFMA, Treasury Regulations, Risk Committee Charter and King III Report on Corporate Governance.
- To provide proper and timely reports to the Accounting Officer and Audit Committee on the state of Risk Management on a quarterly basis.

CHAIRPERSON OF ICT STEERING COMMITTEE

REQUIREMENTS

- Post graduate degrees in the : Computer Science or Equivalent
- Additional to the Post graduate degree, the applicants must hold the following professional ITIL, Cobit5, PMBoK, Prince2, Governance of ICT, ICT Security
- Minimum of 6 years' experience in serving in the Audit Committee or ICT Steering Committee
- Minimum of 8 years' experience in any in the ICT field at a Senior Management Level
- Be a member of the Professional Body for ICT
- Preparedness to be subject to security clearance

KEY FUNCTIONS

The interested persons will be expected to render, inter alia, the following services:

- Advise the Accounting Officer, and the Senior management of the municipality on following matters: -
 - ICT Governance
 - ICT Security Management
 - ICT Policies
 - ICT Incident Management
 - ICT Performance Management
 - Effective governance
 - Compliance with applicable ICT and other legislation
 - Conformance to ICT Standards and Good Practices
 - Any other issues referred to it by the municipality.
- Provide oversight role and advices the Accounting Officer on ICT Corporate Governance.
- Respond to the Accounting Officer on any issues raised by the Auditor General in the audit report.
- Make recommendations on ICT related projects
- Review and approve ICT project implementation plans and project

BA-PHALABORWA MUNICIPALITY WITH ITS SEAT IN PHALABORWA, INVITES APPLICATIONS FROM SUITABLY, EXPERIENCED AND DYNAMIC INDIVIDUALS FOR THE FOLLOWING POSITIONS.

management documents such as risk management, information security and policies.

TERMS OF OFFICE AND REMUNERATION

- The term of office of the appointed candidates will be three (3) years, thereafter, it will be subject to review by Council. However, successful candidates will not be allowed to serve in more than three (3) Audit Committees in Government to ensure effectiveness as contained in circular 65 of the MFMA.
- The persons appointed will be remunerated in accordance to National Treasury Guidelines

2. BUDGET AND TREASURY OFFICE

2.1. CHIEF FINANCIAL OFFICER (RE-ADVERT) REF BTO 21/03/01

Total remuneration package: R894 447 (minimum); R 1 022 226 (mid point) R1 133 463 (Maximum) per annum (CONTRACTUAL)

The Contract of employment is in line with Section 57 (6) (a) of the Municipal Systems Act which does not exceed a period ending one year after the election of the next council of the Municipality.

The successful candidate will be required to sign an employment contract and Performance Agreement, must disclose financial interests and undergo security vetting.

MINIMUM COMPETENCY REQUIREMENTS

- Grade 12 certificate
- An NQF level 7 in fields of Accounting, Finance or economics or Chartered Accountants (SA)
- Minimum of seven (7) years at senior and middle management levels, of which at least 2 years must be at Senior management level.
- Financial and supply chain management competency areas as per the required minimum Competency Levels in unit standards (MFMA)
- A qualification related to the National Treasury Competency Requirements for Snr Officers e.g. CPMD, MFMP will be an added advantage
- A valid code driver's license is essential
- Preparedness to be subjected to security clearance

COMPETENCY FRAMEWORK

- Leading competencies in terms of the Local Government Municipal systems Act (competency framework for senior managers) as well as the Municipal performance regulations i.e. Strategic capability and leadership, People management, Program and Project Management, Financial management, Change leadership and governance leadership.
- Core competencies in terms of the Local Government Municipal Systems Act (competency framework for senior manager) and the Municipal performance regulations i.e. Moral competence, Planning and organizing, analysing and innovation, knowledge and information management, communication, result and quality focus.
- Financial and Supply Chain Management Competency Areas as per the Required Minimum Competency Level in Unit standards: 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 and audit and assurance.

KEY FUNCTIONS

- Ensure the development and implementation of strategies that have a measurable positive impact on financial performance.

(b) Responsible for income and expenditure of the municipality, all assets and the discharge of all assets liabilities of the Municipality, proper diligent compliance with applicable of Municipal Finance Management legislation, including but not limited to:

- Providing an advisory services to the Council regarding financial issues and carrying out their decisions
- Developing, implementing and managing strategic goals, policies, procedures and plans for the Department under his /her control aligned with the strategic goals of the Municipality
- Billing and collecting rates and tariffs
- Compiling financial statements and executing budgetary controls
- Ensuring the implementation of Generally Accepted Municipal Accounting practices (GAMAP)
- Ensuring that the Council policies and relevant legislation in respect of financial matters are implemented accordingly
- Managing the Council's Information Technology and acting as custodian of electronic data
- Ensure that Municipality complies with all legislation pertaining to financial management
- Advise the Accounting Officer on the exercise of powers and duties assigned to him/her in terms of the MFMA
- Advised the senior managers and other senior officials in the exercise to powers and duties assigned to them in terms of the relevant section of the MFMA
- Ensure compliance with the National Treasury reporting standards
- Assist the Accounting Officer in the administration of the municipality's bank accounts and in preparation and implementation of the municipal budget.

NB. Candidates applying for the position of Chief Financial Officer must disclose their academic qualification, proven experience, competencies, and contact references.

An application for this position must be submitted on an official application form which could be downloaded from Ba-Phalaborwa website: www.ba-phalaborwa.gov.za or collected from Ba-Phalaborwa Municipality and accompanied by a detailed curriculum vitae. The same should be forwarded to the Municipal Manager, Ba-Phalaborwa Municipality, Private Bag X01020, Phalaborwa 1390 or hand delivered to Office no H29, Human Resource division for the attention Ms Mokoena SS.

No application for the Chief Financial Officer Position will be considered if not submitted on the official application form. Ba-Phalaborwa subscribes to principles of equal employment and affirmative action.

We welcome applications from persons with disabilities.



Enquires on these position should be directed to Ms Mokoena SS at 015-780 6335

NB. THE MUNICIPALITY HAS A RIGHT NOT TO MAKE ANY APPOINTMENT.

CLOSING DATE: 19 APRIL 2021

MOAKAMELAMI MUNICIPAL MANAGER