

## EXTERNAL ADVERTISEMENT

The Westonaria Local Municipality invites internal and external suitably qualified candidates to apply for the following position.

**DEPARTMENT: STRATEGIC SERVICES**

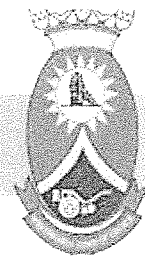
**SECTION: IDP AND PERFORMANCE MANAGEMENT**

**POSITIONS: RE- ADVERTISEMENT – PMS SPECIALISTS**  
**Contract up to June 2016 - Salary Negotiable**

**JOB DESCRIPTION:**

The successful candidate will be expected to monitor, evaluate and report on implementation of the IDP and SDBIP by:

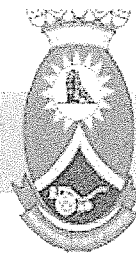
- Providing guidelines and information on the Performance Management System, through , Interacting with functional leaders and making available information on the system and/ or explanations on application, Participating in the determination of functional objectives with due consideration given to the organizational vision and mission and goals encompassed in Integrated Developmental Plans, Analysing information pertaining to functional responsibilities and role boundaries elicited through interviews and establishing and advising on Key Performance Area's, Indicators and Action Plans, Monitoring consultants advising on implementation and assessing compliance with standards and procedures to support synergy between application and understanding, Ensuring adequate support is made available at a localized level to enable implementation and improve the effectiveness of the Performance Management System.
- Apply methods and standards to determine specific requirements and dimensions of Performance Management, by-; Applying statistical tools and approaches to interrogate and classify information pertaining to structures, functions and/ or capacity to guide decisions pertaining to the selection of a model for basing measurements, Examining the applicability, appropriateness and adequacy of measures and/ or formulating recommendations to support changes to standards and/ or quantitative weightings, Co-ordinating and conducting climate surveys to support and create usable relationships in respect of setting and determining relevant performance parameters and dimensions, In order to ensure key requirements are established and defined using agreed applications and procedures to enable consistent and valid of outcomes.



- Co-ordinates specific procedures associated with the implementation and execution of Performance Management, by -; Monitoring compliance with respect to the adopted reporting structure, Collating and preparing reports outlining accomplishment of targets and standards and/ or commenting on specific deviations from agreed outcomes, Maintaining the Performance Management recordkeeping system, updating files with correspondence and instructional documentation and, accessing relevant information or retrieving records to facilitate audits, Ensure recordkeeping and reporting procedures are complied with in accordance with quality control requirements.
- Provides information and/ or reports on the status and outcomes internally/ externally, by-, Presenting information on the Performance Management System capabilities, measures and outcomes, Explaining qualitative and quantitative outcomes, elaborating on reasoning and/ or the need for alignment with respect to specific objectives and measures, Conducting Workshops to facilitate understanding of the system and its application in defining and measuring organizational goals and accomplishment, Ensure accurate and reliable information is disseminated to a wider audience contributing to understanding and/ or, positive and objective discussions on and examination of, the organization performance.

#### REQUIREMENTS:

- A first degree/NQF level 7 in Performance Management or Public Administration and a postgraduate qualification in Monitoring and Evaluation will be an added advantage.
- Knowledge of MSA, MFMA and relevant Regulations and at least 3-5 years' relevant experience.
- Local government experience will be an added advantage
- Drivers Licence.
- Computer Competency.
- Knowledge of Strategic Planning



## DEPARTMENT: FINANCIAL SERVICES

### SECTION: BUDGET OFFICE

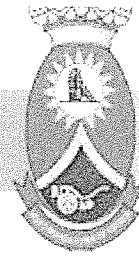
**POSITIONS: RE- ADVERTISEMENT - MANAGER: BUDGET OFFICE**  
**Task Grade: 15: R358 344.00 – R465 212.00 (Basic Salary) (Plus Benefits)**

#### Key Performance Areas:

- Ensure the development of applicable policies to ensure tight fiscal control
- Analyse and guide the collection and interpretation of information with respect to projections/estimates of income and expenditure.
- Peruse the Departmental Capital and Operating Budgets draft, commenting on specific provisions based on trends and critical deliverables encapsulated in the Municipality's IDP
- Apply approved sequences to compile and balance the Capital and Operating Budgets, undertake specific processes and procedures to correct errors and capture the approved Budget into the Financial System
- Prepare the Adjustment Budget in view of material under-collection, availability of additional revenue, unforeseeable and unavoidable expenditure, unspent project funds, vote transfers, etc.
- Support specific adjustments with explanations detailing the impact on the immediate, short- to long-term financial year budgets, Prepare Monthly financial reports and quarterly reports. Report monthly and quarterly to National Treasury and Provincial Treasury.
- Compilation of Annual Financial Statements.
- Coordination of the audit process.
- Management of municipal borrowing and investments.
- Reconciliation of the general ledger with sub ledgers.
- Cashflow Management.

#### Requirements:

- B Com Accounting or equivalent financial qualification, Completed articles.
- 5 years' relevant experience
- Experience on compilation of AFS on GRAP standard
- Computer literacy
- A valid driver's licence
- The ability to work independently
- Management and supervisory skills
- Accuracy and attention to detail



- Comply with minimum competency requirements
- In-depth understanding of National Treasury Budget Reform
- Good communication and presentation skills.

**Application letters specifying the post applied for accompanied by CV, Copy of Qualifications, ID and Drivers' License must be submitted to:**

**Hand delivery**

**Postal address**

**Manager: Human Resources**

2<sup>st</sup> Floor East Wing

P.O Box 19

Municipal Offices

Westonaria

WESTONARIA

1780

Enquires can be directed to Ms N Bovungana/ Lucy Makhalima on: Tel: (011) 278 3000/ 011 278 3035

**WESTONARIA LOCAL MUNICIPALITY IS AN EQUAL OPPORTUNITY EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT. APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE WESTONARIA LOCAL MUNICIPALITY'S RECRUITMENT AND SELECTION POLICY.**

1. *Applications will not be acknowledged and only short listed candidates will be invited for interviews.*
2. *Canvassing, fraudulent qualifications, information and documentation will immediately disqualify any applicant.*
3. *If you do not receive a response within 3 months from the closing date, please accept that your application was unsuccessful.*

**CLOSING DATE: 29 JANUARY 2015 AT 12H00**

  
T.C NDLOVU

MUNICIPAL MANAGER

NOTICE BOARDS