



**MOHOKARE**  
LOCAL MUNICIPALITY



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Mohokare Local Municipality is situated in Xhariep District with the Head Office in Zastron in the Free State Province. It subscribes to Employment Equity and Affirmative Action. Applications are hereby invited from suitably qualified and experienced candidates to apply for the following vacant position which reports directly to the Municipal Manager

| EXTERNAL RE-ADVERTISEMENT                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                |
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| <b>Ref:</b>                                                    | <b>Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>CHIEF FINANCIAL OFFICER</b> |
| <b>Reporting to</b>                                            | <b>Municipal Manager</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                |
| <b>No of positions</b>                                         | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                |
| <b>Term of Contract</b>                                        | <b>Permanent</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                |
| <b>Location to be stationed at</b>                             | Zastron                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                |
| <b>Remuneration</b>                                            | <b>Remuneration package per annum: R 913,969 (Minimum), R 1 026 932 (Midpoint) R 1,123,501 (Maximum) all inclusive</b><br>(As determined by notice No: 50737 of 30 May 2024 on upper limits for senior managers.<br><b>NB: The pay scale will be individually determined by competence-based assessment outcome, experience and qualifications.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                |
| <b>Requirements</b>                                            | <ul style="list-style-type: none"> <li>• Minimum Competency Requirements for Senior Managers as promulgated in Government Gazette No 37245 of 17 January 2014, Local Government: Regulations on appointment and conditions of employment of senior managers, Local Government System Act, 2000, as amended will apply.</li> <li>• A Bachelor degree in Accounting/Finance /Economics or a relevant qualification registered on the National Qualifications Framework at NQF Level 7 or a Chartered Accountant (SA).</li> <li>• Extensive planning and management skills, good interpersonal skills, negotiation skills, conceptual and analytical skills</li> <li>• Excellent communication and report writing skills</li> <li>• Extensive knowledge and understanding of local government-related legislations</li> <li>• Knowledge and understanding of MS Word and PowerPoint</li> <li>• A valid driver's license</li> </ul> |                                |
| <b>Years of Experience</b>                                     | <ul style="list-style-type: none"> <li>• Minimum of 5 years' relevant experience at Middle Management Level</li> <li>• Proven track record in managing municipal finance services</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                |
| <b>ADDED ADVANTAGE</b>                                         | <ul style="list-style-type: none"> <li>• A Certificate Programme in Municipal Development (CPMD) or Municipal Finance Management Programme (MFMP)</li> <li>• Registered Chartered Accountant;</li> <li>• Membership of IMFO or equivalent professional bodies</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                |
| <b>KNOWLEDGE, SKILLS, COMPETENCIES AND PERSONAL ATTRIBUTES</b> | <ul style="list-style-type: none"> <li>• Sound knowledge and understanding of Local Government - relevant policy and legislation</li> <li>• Sound knowledge and understanding of institutional governance system and performance management</li> <li>• Understanding of Council Operations and delegation of powers</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                |

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|                       | <ul style="list-style-type: none"> <li>• Sound knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act 5 of 2000</li> <li>• Good Governance, Labour Relations Act, and other labour related prescripts</li> <li>• Knowledge of coordination and oversight of all specialized support functions</li> <li>• Must possess the Minimum Competency Requirements for Senior Managers as promulgated in Government Gazette No 37245 of 17 January 2014, Local Government: Regulations on appointment and conditions of employment of senior managers, Local Government System Act, 2000, as amended. <b>Leading Competencies:</b> Strategic Direction and Leadership, People Management, Program and project Management, Financial Management, Change Leadership and Governance Leadership. <b>Core Competencies:</b> Moral Competence, Planning and Organizing, Analysing and Innovation, Knowledge and Information Management, Communication, Results and Quality Focus.</li> <li>• Ethical, integrity, honesty, maturity and courtesy * Diplomacy and commitment to providing progressive democratic and accountable government * Strategist and excellent corporate planner * Excellent communication (written and verbal) and motivational skills * Interpersonal skills and Customer focused * Advanced negotiation skills * Conceptual and Analytical thinker * Diversity management skills. * Computer literacy in MS Word, Excel and PowerPoint.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Core functions</b> | <ul style="list-style-type: none"> <li>• Provide strategic direction to the BTO Directorate.</li> <li>• Responsible for development organizational policies and procedures.</li> <li>• Be accountable for the execution of all resolutions of the municipality, as well as be accountable for the general supervision, control and efficiency of the directorate.</li> <li>• Formulate support and implement the strategic goals of the municipality in order to give effect to the Integrated Development Plan (IDP).</li> <li>• Participate in strategic management of the Municipality by advising the Municipal Manager on issues pertaining to BTO Directorate.</li> <li>• Ensure that municipal Performance Management System is fully implemented in the Directorate</li> <li>• Render support and consultation to the political structure. Provide financial direction and advice to other directors and for projects and programmes of interest to the municipality.</li> <li>• Financial planning in terms of providing framework for financial accountability.</li> <li>• Develop and implement the budgeting process and manage budgeting planning.</li> <li>• Ensure income and expenditure control management, budgets and financial control activities of the municipality to meet the information needs of management, the municipality, other spheres of government and statutory bodies.</li> <li>• Compile annual financial statements and apply budgetary control measures.</li> <li>• Engage in assets and insurance management to ensure that all assets are accounted for and that adequate cover is available.</li> <li>• Execute municipality's financial administration.</li> <li>• Manage and improve all administrative functions of the Directorate.</li> <li>• Contribute towards the development of the Integrated Development Plan (IDP) as the strategic document of the institution together with the Service Delivery Budget &amp; Implementation Plan (SDBIP).</li> <li>• Develop, implement and manage strategic goals, policies, procedures and plans for the directorate and align them with the Municipality's strategic objectives. Advise the Municipal Manager timeously and effectively on matters pertaining to the directorate.</li> <li>• Provide advice and support to Council and other Office Bearers on all functions of the Directorate.</li> <li>• Provide visionary and innovative leadership to a diverse workforce, to ensure optimal utilization of the Council's resources in terms of implementing its strategic objectives articulated in the IDP and in the fulfilment of its statutory mandate.</li> </ul> |

We appreciate your demonstrated interest of being part of Mohokare Local Municipality

**Please note:**

1. Only SA citizens or permanent residents are eligible to apply.
2. **Application Form: The applicant must submit an originally completed standard application form(Annexure C); available on the Municipal website [www.mohokare.gov.za](http://www.mohokare.gov.za) which is also accessible on [www.gpwonline.co.za](http://www.gpwonline.co.za) or directly from the government notice No. 21 of 17 January 2014 (Annexure C); No Applications will be considered if not on the Official Application Form.**
3. The application form must be accompanied by a covering letter depicting the reference number together with a detailed CV with names of three contactable references (e-mail and telephonically), from current and previous employers, recently certified original copies of qualifications, Identity document and driver's licence. Failure to submit requested documents will result in your application not being considered.
4. Documents must be submitted in an enclosed envelope clearly marked **"Application for the post: Chief Financial Officer**
5. NB: Faxed and e-mailed applications will not be considered.
6. **It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof.**
7. Short-listed candidate will be subjected to reference checks, criminal record check and signing of indemnity forms;
8. Applicants submitting their curriculum vitae in response to this advertisement specifically agree and authorize in Mohokare Local Municipality and or/ its representative(s) to undertake the necessary confirmation/ certification of any information in the curriculum vitae or accompanying documents. The applicant therefore gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act (**include signed consent letter**);
9. Recommended candidate(s) will be subjected to a competency-based assessment over 2 day's prior appointment in terms of Annexure A (Competency framework for Senior Managers) of Notice No.21 of Government Gazette No. 37245 of 17 January 2014;
10. The successful candidate will be required to sign an Employment Contract on or before assumption of duty, a Performance Agreement within 60 days of appointment and the necessary Disclosure of Financial Interest Forms as well as undergoing the necessary Security Vetting Processes.
11. The incumbent will be stationed at Mohokare Local Municipality's head office situated in Zastron but may be deployed anywhere within the municipality depending on the operational requirements.
12. Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. If you have not been contacted within a period of two months after the closing date of the advertisement, kindly accept that your application has been unsuccessful.
13. The municipality reserves the right not to appoint any applicant to this position and to re-advertise before a short list is compiled;
14. People from designated groups are encouraged to apply for this position.
15. A candidate who canvasses for preference will be disqualified.
16. Fraudulent qualifications, information or documents will disqualify any applicant
17. The appointment will be made in compliance with the provisions of the relevant sections of the Local Government Municipal Systems Amendment Act, 3 of 2022, and other relevant Legislation and Regulations.
18. **NB: All Candidates who previously applied for this position must re-apply.**

**Applications must be directed to:**

**The Acting Municipal Manger  
Mr. MS Mohale  
Courier or hand-deliver Applications to:  
Mohokare Local Municipality  
P.O BOX 20  
Zastron  
9950**

Alternative Address:

**Mohokare Local Municipality  
20 Hoofd Street  
Zastron  
9950**

**Enquiries**

**Ms. LG Ceba  
Director Corporate Services**

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|--------------|---------------------------|
|              | 060 786 4830              |
| Closing Date | 26 September 2025 @ 16h30 |

Approved by:

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**Mr. MS Mohale**  
**Acting Municipal Manager**  
**Mohokare Local Municipality**