



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

✉ Private bag X3HOPETOWN8750
Church Street HOPETOWN 8750
☎ (053) 2030005/8/442
Fax (053) 203 0490
www.thembelihlemunicipality.gov.za

EXTERNAL ADVERTISEMENT

NOTICE NO: 17/2025

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: FINANCIAL SERVICES

POSITION: CHIEF FINANCIAL OFFICER

LEVEL: MANAGER DIRECTLY REPORTING TO THE MUNICIPAL MANAGER

CENTRE: HOPETOWN, NORTHERN CAPE

A. ANNUAL TOTAL REMUNERATION PACKAGE

- Salary scale as per the annual Upper Limits for Senior Managers – Negotiable in terms of Government Gazette No. 50737 30 May 2024, i.e. Upper Limits of Total Remuneration Package Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers.
- Minimum Total Remuneration Package – R880 228.00 – Midpoint Remuneration Package R978 031.00 – Maximum Remuneration Package – R 1 075 833.00.
- Remote Allowance, not exceeding 4% of the Total Annual Remuneration Package may also be paid as well as a cellphone allowance.

B. Term of Appointment

Permanent employment as provided for in the amended Local Government: Municipal Systems Act, Act No. 3 of 2022, and include signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act, as well as declaration of financial interest.

C. Essential and None-negotiable Requirements:

Knowledge of the specified fields, knowledge of interpretation and implementation of policies and procedures, knowledge of performance management and reporting, knowledge of developmental local government in the South African context, competency in policy conceptualization, analysis and implementation.

- B Comm Degree qualification in the fields of Accounting, Finance or Economics or equivalent (Financial Management) at NQF Level 7.
- Extensive knowledge of the Local Government: Municipal Finance Management Act, Act 53 of 2003, National Treasury Regulations and all other related legislation, policies and regulations.
- Minimum of 5 years experience at middle management levels, preferably within Local Government environment.
- Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency Levels, Gazette N 29967 of 15 June 2007; i.e. South African Qualifications Authority Qualification ID No.48965 for Chief Financial Officers of municipalities, e.g. CPMD, MFMP, etc. If a newly appointed person is not in possession of this competency certificate, he/she must complete it within 18 months from the date of employment, in accordance with Government notice No. 91 of 3 February 2017, as promulgated in Government Gazette No 40593; failing which the appointment is automatically terminated one month after the applicable period.
- Ability to compile municipal budget and annual financial statements.
- Knowledge and understanding of computerised Financial Systems, Spreadsheets, Database and Word Processing.
- A valid drivers licence and own motor vehicle to execute duties.
- Knowledge of MSCOA; and
- No criminal record.

D. Key Performance Areas (KPA's)

- Perform all delegations by the Accounting Officer in terms of the MFMA, and any other duties or functions that may be assigned by the Accounting Officer.
 - Ability to compile the Municipal Budget and annual financial statements and control all the municipality's bank account.
 - Managing, planning, organising, coordinating, directing and controlling activities of staff at the Budget and Treasury Office, as well as the Supply Chain Management Unit.
 - Contribution to strategic planning and Budget alignment and reporting to Management team;
 - Development of MTREF in line with the requirements of the MFMA accommodating all departments
 - Develop and implement a Budget Spend Management System to monitor the Budget to prevent over or under expenditure.
 - Establish functional debt management and billing units to promote the financial sustainability of the Municipality.
 - Implementation of the MFMA Implementation Plan and instil compliance with MFMA to uphold the credibility of the municipality by enabling the municipality to obtain unqualified audit report.
 - Establish and manage a functional Supply Chain Management Unit in line with National Treasury Regulations to instil compliance with MFMA Regulations.
 - Establish an updated asset register and the corresponding Asset Management Policy and Procedure to enforce compliance with and implementation of the GRAP;
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- Implementation of inventory requisition system to monitor inventory and ensure that the annual stock counts are conducted.
- Facilitate insurance management by incorporating an insurance management system to control claims and develop corresponding policy.
- Compilation of all financial policies and procedures to ensure sound and sustainable financial management.

PLEASE NOTE:

1. Appointments will be made in accordance to the Council`s Employment Equity Plan, which ensures reputation of designated groups in the Municipality including those with disabilities.
 2. Please complete the Referencing Checking Consent & Authorisation Form which is available on the Municipality`s website. (Compulsory)
 3. No late applications will be considered.
 4. Candidates are required to complete the prescribed “Annexure C” ([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 obtainable from the internet at www.thembelihlemunicipality.gov.za (failure to do so will result in the applicant being disqualified) and supplement it with a detailed C.V.).
 5. Shortlisted candidates will be subjected to security vetting/screening, verification of qualifications, criminal record and employment history/reference check and competency assessment and should disclose financial interest.
 6. Thembelihle Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, cost of advertisement, travel and subsistence allowance to attend interviews, etc, should it be discovered that the successful candidate submitted false or insufficient information which resulted in the contravention of the Municipal Council Policies, Municipal Systems Amendment Act No. 3 of 2022 or any other relevant legislation.
 7. Canvassing and/or lobbying of Councilors for the purpose of being appointed is not permitted and proof thereof will result in the automatically disqualified the applicant.
 8. In the event that an offer of employment is unreasonably declined, the applicant shall be liable for all costs incurred by the municipality including advertisement, travel and subsistence allowance to attend the interviews and assessment and assessment costs.
 9. Suitably qualified applicants must submit their application form and CV, certified copies of academic qualifications, Identity Document and Driver`s Licence and Address same to:
The Municipal Manager, Thembelihle Local Municipality, Private Bag X3, Church Street, Hopetown, 8750 or hand delivered at Thembelihle Municipal Offices, Church Street, Hopetown Registry Offices of the Municipality. Emailed applications may be addressed to recruitment@tlm.gov.za
 10. Written communication will only be with shortlisted candidates and if no communication has been received from the Municipality within three (3) months after the closing date, please consider your application not successful.
 11. The municipality reserves the right to appoint or not appoint any person.
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12. Correspondence will only be entered into with shortlisted candidates. Applicant not contacted within 30 days of the closing date may safely assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants.

CLOSING DATE: The closing date shall be 31 January 2025 at 16:00.

Enquiries: Mr. TR Oliphant (Senior Manager Corporate Services) Tel. 053 2030 005/8 or e-mail to mcs@tlim.gov.za during office hours.

**MS KEALEBOGA G. GABORONE
MUNICIPAL MANAGER**



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APPLICATION FOR EMPLOYMENT

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received will be treated with strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist municipality with the recruitment, selection and appointment of senior managers in terms of the Local Government: Municipal Systems Act, 2000 (Act no. 32 of 2000).

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

Advertised Post applying for	
Reference number	
Name of Municipality	
Notice Service period	

B. PERSONAL DETAILS

Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender			Female	Male
Do you have a disability?			Yes	No
If yes, elaborate				
Are you a South African citizen?			Yes	No
If no, what is your nationality?				
Work permit Number (if any):				
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide information below			Yes	No
Political Party	Position:	Expiry Date:		
Do you hold a professional membership with any professional body? If yes please provide information below			Yes	No
Professional Body:	Membership nr:	Expiry date:		

C. CONTACT DETAILS			
Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence (Mark with an X)	Post	E-mail	Fax
Correspondence contact details (in terms of above)			

D. QUALIFICATIONS (Additional information may be provided on your CV)			
Name of School/Technical College	Highest Qualification obtained	Year obtained	
Name of Institution	Name of qualification	NQF Level	Year obtained

E. WORK EXPERIENCE (Additional information may be provided on your CV)						
Employer (starting with the most recent)	Position	From		To		Reason for Leaving
		MM	YY	MM	YY	
If you were previously employed in local Government, indicate whether any condition exist that prevents your re-employment:				Yes		No
If yes, provide the name of the previous employing municipality:						

F. DISCIPLINARY RECORD		
Have you been dismissed for misconduct on or after 05 July 2011?	Yes	No
If yes, Name of Municipality/ Institution		
Type of misconduct/ Transgression		
Date of Resignation/ Disciplinary case finalised		
Award/ sanction		
Did you resign from your job on or after 05 July 2011 pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet.	Yes	No

G. CRIMINAL RECORD		
Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 05 July 2011? If yes, provide details on a separate sheet.	Yes	No
If yes, type of criminal act		
Date of criminal case finalised		
Outcome/ Judgement		

H. REFERENCE				
Name of referee	Relationship	Tel (Office Hours)	Cell phone Number	Email

I. DECLARATION	
I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.	
Signature	Date: