

Physical Address
Umzimvubu Goats
Complex
Hospital Road
4735

Private Bag X 511
Mount Ayliff
South Africa
4735

Tel Number
+27 394 920 011
Fax Number
+27 866 833 718

Better District, Better Life and Growth for all.

www.anda.org.za



Alfred Nzo Development Agency SOC Ltd
Reg nr: 2006/09693/30

EXTERNAL RE-ADVERTISEMENT
VACANT POSITION
NOTICE NO. 01/2020/2021

Applications are hereby invited from suitably qualified persons for the following position:

FINANCE DEPARTMENT

CHIEF FINANCIAL OFFICER
FIVE YEAR FIXED TERM CONTRACT
SALARY (R 972,648- R 1,257,894)

**THE INCUMBENT WILL BE REPORTING TO THE CHIEF EXECUTIVE OFFICER
STATIONED PLACE: MOUNT AYLIFF**

JOB PURPOSE: Leadership and direction of the Administration of the development through effective application of Constitution of Republic of South Africa and any legislative framework that governs local government • Foster relationships between the Board and the Administrative arm of the agency as well as all key stakeholders • Creating an environment that defines the purpose and the role of local government as a means to involve people in shaping the future of our communities • The incumbent will be required to sign an employment contract, a performance agreement and disclosure of financial interest.

KEY REQUIREMENTS: Grade 12 • At least NQF level 07 in fields of Accounting, Finance or Economics or Chartered Accountant (SA) • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 • Minimum of seven (07) years at Senior and Middle Management levels, of which at least 2 years must be at Senior Management level. • Ability to communicate and negotiable at all levels of government and with all relevant stakeholders • Ability to prove strategic, visionary and innovative leadership • Must be registered or be in a process of registration with a professional body • Extensive knowledge of Performance Management Systems in a local government environment • Computer literacy covering all applications • A valid driver's licence.

KEY PERFORMANCE AREAS: Overall management of the Finance Unit • Responsible for financial operations of the entity • Financial management and administration • Budget preparation, implementation and control • Revenue and expenditure management

- Asset and liability management
- Supply chain management
- Enhance and implement effective internal controls, manage private and public partners
- Develop alternative funding models
- Source funding from local, national and international organisations
- Financial reporting as per legislation and compilation of Annual Financial Statements
- Manage annual external audit and deal with Auditor General
- Assist in developing and implementation of financial policies and procedures, strategies, standards, functional plans and practices.
- Assist in tracking business unit financial performance and suggest supportive and corrective actions
- Understand and mitigate key elements of company's risk profile.

KEY COMPETENCY SKILLS: Knowledge of the Local Government sector, policies and applicable legislation • Knowledge and understanding of institutional governance systems and performance management • Knowledge of finance management • Supply chain management, budget, asset management, procurement, expenditure and stakeholder management • Knowledge of Supply Chain Management Regulations and preferential Procurement Policy Framework Act No. 05 of 2000; Good governance • Knowledge and Information management • Communication • Results and quality focus • Knowledge of coordination and oversight of all specialised support functions • Strategic direction and leadership • People management • Programme and project management • Change leadership • Governance leadership

Closing date: 10th December 2020

Please note: Applicants must submit Application Letter, a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license. Applications should be forwarded to the Corporate Services Department, Alfred Nzo Development Agency, Umzimvubu Goats Complex, Hospital Road or Private Bag X 511, Mount Ayliff, 4735. Appointment will be subject to appropriate security clearance, a competency as well as reference and qualification checks. If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful.

Applicants who previously applied for the position are encouraged to re-apply.

The agency reserves the right not to fill the position. **LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED.** All enquiries should be directed to Ms D.O. Mrwetyana-Zembe, Executive Manager: Corporate Services by telephone at (039) 492 0011 or dmrwetyana@anda.org.za

MS M.N BAMBENI
CHIEF EXECUTIVE OFFICER