



PRINCE ALBERT MUNICIPALITY

33 Church Street / Private BAG X53

PRINCE ALBERT, 6930

NOTICE 172/2025 – EXTERNAL VACANCY

Prince Albert Municipality is an equal opportunity and affirmative action employer and requires the services of a suitable qualified persons with relevant experience to fill the following vacancy. Persons designated in terms of applicable legislations as historically disadvantaged individual as well as people with disabilities are encouraged to apply for the following **EXTERNAL** vacancy in the Directorate Financial Services:

MANAGER: FINANCIAL SERVICES

Division: Financial Services

Section: Budget and Treasury

Post identification no.: WC052-1.2.3

MINIMUM REQUIREMENTS

- A relevant three (3) year tertiary qualification, preferably a National Diploma or BCom with financial accounting or financial management as a mayor subject.
- 5 – 8 years or more relevant experience covering all aspects of the municipal financial process, the management of municipal financial information or having gained specialist experience in a municipal finance or municipal auditing discipline.
- Compliance with the relevant Minimum Competency Levels as prescribed in Government Gazette 29967 dated 2007 as amended or willing to obtain within 18-months of appointment.
- A valid code B driver's license.
- Good Management, human relations, interpersonal and communications skills,
- Ability to give attention to detail,
- High level of responsibility,
- Ability work under pressure,
- Advance computer literacy (MS Office Package)
- Proficiency in at least two of the three official languages of the Western Cape.

KEY PERFORMANCE AREAS

- Plan, manage, co-ordinate and control activities and procedures associated with direct supervision and monitoring of the budgeting and reporting functions.
- Plan, management, co-ordinates, and control tasks / activities associated with controlling personal performance productivity and discipline.
- Plan, manage, co-ordinate and direct the control outcomes associated with utilization, productivity, and performance with the Division.
- Plan, manage, co-ordinate the implementation of specific procedures, systems and controls associated with budget planning, annual financial statements, accounting and financial reporting processes, assets and insurance management processes, grant manage and bank reconciliation processes.
- Responsible for the management, planning and compilation of Annual Budgets and Adjustment Budgets i.e Capital and Operational Budgets in terms of legislation, regulations, and policies.

- Responsible for the management, planning and compilation of monthly, quarterly, annually and all other financial reporting of the municipality, as well as directing the implementation of specific procedures, systems and controls associated with compilation of prescribed reports.
- Responsible for completion of the Annual Financial Statements and ensure that the Audit File are prepared accordingly.
- Manage and coordinate cost management and related processes.
- Manage and coordinate the mSCOA Chart of accounts and all processes / procedures associate to it.
- Management and coordinate borrowing processes.
- Management and coordinate the training of Financial Management Grant Interns.
- Perform client service and public service function.
- Report to Provincial, National Treasury, MEC for Local Government and the Mayor in a supervisor capacity on the state of the Municipality's Financial Affairs as per all sections applicable in the Municipal Finance Management Act.
- Responsible for all public participation process during the Annual Budgeting and IDP Processes.
- Perform duties in the capacity of Acting Chief Financial Officer from time – to time, or when needed.

REMUNERATION

Post Level:	T15 of a Category 1 municipality – R 572 376,60 – R 743 002,92 per annum (R 47 698,05 – R 61 916,91 per month)
Additional Service Benefits:	Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque, Participation in the Fixed Perk Motor Scheme, Cell Phone Allowance and a Scare Skills Allowance – Subject to final Approval by Council.

STATUS OF POSITION

Permanent Position

COMPETENCY LEVELS

The competency level for this position is a level 3 of the Finance Competency Framework as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Functional Competencies

Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting, Financial Process Management.

Professional Competencies

Oral Communication, Written Communication, Organisational Awareness, Problem Solving, Planning and Organising.

Public Service Orientation Competencies

Interpersonal Relationships, Communication, Service Delivery Orientation.

Personal Competencies

Action and Outcome Orientation, Resilience, Cognitive Ability, Change Readiness; Learning Orientation

Management/Leadership Competencies

Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

CLOSING DATE

Friday 12 December 2025 at 15h00.

GENERAL

1. Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, driver's license and courses must be posted to: **Mr Abridon Sass – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **FRIDAY 12 DECEMBER 2025 at 15h00**.
2. Applicants are encouraged to submit applications to jobapplications@pamun.gov.za.
3. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.
4. Queries can be directed as follow:
Job- related enquiries: Mr Bjorn Metembo (Email: bjorn@pamun.gov.za/Tel: 023 541 1036)
HR / Job-related enquiries: Mr. Abridon Sass (Email: abridon@pamun.gov.za / Tel: 023 541 1036)
5. The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.


03/11/2025.
ZOLILE NONGENE
ACTING MUNICIPAL MANAGER
DATE : 03 NOVEMBER 2025