

CAREER OPPORTUNITY



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

Garden Route District Municipality is fully committed to Employment Equity.

Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation.

Applications are invited for the following vacancy in the Financial Services Department.

**MANAGER: INCOME & BANK RECONCILIATIONS, EXPENDITURE AND REMUNERATION
(GEORGE)**

Salary: R 679 293,00 – R 881 774,04 per annum (T17)

Minimum qualification requirements:

- A relevant B-Degree or NQF 7 equivalent in Accounting
- Minimum competency training as required for Senior Managers (18 month grace period to obtain from date of employment as per Municipal Regulations on Minimum Competency Levels)
- Good knowledge of Microsoft Word and Excel
- 5 years applicable experience at middle and senior management level, of which at least two years must be at senior management level
- Proficient in at least 2 of the official languages of the Western Cape

Duties will include:

- Risk Management Internal control
- Management of human resources and performance management
- Budget Control
- Expenditure and Payroll management
- Revenue Management
- Enforce the credit control and debt collection policy
- Disseminate guidance and information on specific key performance areas and requirements
- Compiling reports and/or responses to correspondence and queries, undertaking research or extracting information from records/statistics to support content, recommendations and/or opinions

Note (s):

- *Preference will be given to candidates residing in the Garden Route District Municipal area.*
- *Applicants should confirm their employment history by submitting the following supporting documentation:*
- *Qualifications (Degree/Diploma)*
- *Identity Document (SA);*
- *Any other applicable documentation required.*
- *Candidates must be willing to be subjected to practical/proficiency testing.*
- *Candidates must be willing to be subjected to a criminal record check.*
- *Your application will also be subjected to references from your previous or current employers.*
- ***No late or faxed applications will be accepted.***

Probation period: 6 months

Benefits:

- Subsidised housing -, medical -, pension, car allowance and group insurance schemes.
- Optional membership of major medical expenses plan.
- Generous vacation and sick leave benefits, plus a bonus equivalent to one month's salary.
- Five day working week.
- Furniture removal cost is payable by Council, subject to certain conditions.

Application forms and further information:

Please forward a completed application form with a comprehensive Curriculum Vitae, accompanied by an original certified copy of your Identity Document and relevant qualifications to: Garden Route District Municipality, Registration Section, 54 York Street or P.O. Box 12, George, 6530 or email to info@gardenroute.gov.za. The application forms are available at the offices of Garden Route District Municipality or visit our website at www.gardenroute.gov.za. For enquiries, contact Human Resources on 044 803 1389/ 1388/ 1413. Only shortlisted candidates will be contacted. Should candidates not be contacted within two months after the closing date, they may accept their application as unsuccessful.

The Garden Route District Municipality reserves the right not to make or confirm an appointment on posts.

Closing date: Monday, 11 APRIL 2022 @ 16H30

Notice no: 27/2022

**L MENZE
ACTING MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply.