



DRAKENSTEIN

MUNISIPALITEIT • MUNICIPALITY • UMASIPALA

Paarl | Wellington | Gouda | Saron | Simondium

PERSONNEL VACANCY

PROGRAMME AND PROJECT MANAGER

(REF.NR. C-CS-PMVPU)

DEPARTMENT: COMMUNITY SERVICES

SECTION: Programme and Project Management

Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite people who qualify to apply for the abovementioned vacancy within its Community Services Department.

JOB PURPOSE:

Manage the Operational Support for the Department by co-ordinating Administration, Planning and Development, Financial and Human Resources Policies and Procedures, Assets Procedures and develop and implement Systems in order to ensure optimal utilization of available resources.

SELECTION REQUIREMENTS FOR THE POST

- Honors Degree in Accounting or equivalent.
- Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed.

OTHER REQUIREMENTS/SKILLS:

- Code B driver's license
- Extensive knowledge of MFMA and all legislative competency requirements
- Clear understanding of broad financial research and Management
- Good analytical skills
- Good research ability
- Understand and interpret financial statements and information
- Excellent report writing, verbal, research, reasoning and communication skills
- Computer literacy (Ms Office Applications)
- Proficiency in at least 2 of the official languages of the Western Cape
- Good management, human relations, interpersonal and communication skills
- Ability to give attention to detail
- High level of responsibility
- Ability to work under pressure

EXPERIENCE:

8 years relevant working experience within an accounting or finance environment and exposure to research or accounting best practices in local government.

SALARY SCALE:

TASK LEVEL 15 - Basic salary per annum is R 517 755.62 – R 672 067.00 Total Cost to Company R 939 100.84 – R 1 136 230.29.

Note: Proof of Qualifications are required for assessment. (Clear copies of certified qualifications must be attached)

The requirements of the Employment Equity Act will be considered for this position, but will not be the only criteria applied.

A service bonus equal to one month's salary is payable and normal fringe benefits related to Local Authorities including a housing allowance for home owners and is subject to certain conditions.

Note: Canvassing with Councillors or any members of the Appointments Committee is not permitted and will automatically disqualify applicants.

Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.

Your application can be submitted via email to: communityjobs@drakenstein.gov.za

For submission of hardcopies, application forms can be obtained from the Human Resources Offices, PO Box 1, Berg River Boulevard, Paarl 7622, telephone numbers: 021 807 4508/ 021 807 6459/ 021 807 6318/ 021 807 6253 (Mondays to Fridays from 10:00 until 15:00). There will be no forms issued from 13:00 to 13:30. **No fax copies of application forms will be accepted.** Clearly indicate the reference number for the post you are applying for on the application form. Your fully completed application form must be accompanied by your CV (not more than 5 pages) when handing it in.

Please note that no CV's will be returned on the applicant's request, therefore please do not send us your original certificates.

NB: If you are not contacted within three (3) months after the closing date, please note that you were unsuccessful. No further correspondence will be given to you in this regard.

NB: Candidates that arrive late for interviews will be disqualified.

Closing date for emailed applications 13 August 2021: at 23h59

Closing date for hardcopies 13 August 2021: at 15h30

CITY MANAGER