




## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 79/2007**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POST: DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING**

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.

  
**DEPARTMENT OF THE PREMIER**  
**DATE: 2007/08/14**

Department of the Premier ▼ Departement van die Premier ▼ Lefapha La Tonakgolo

**Human Resource Advice, Co-ordination and Management Directorate**

## **DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING**

### ***Local Government Branch***

**POST:** *Municipal Financial Advisor*

**SALARY:** *Level 9 R 157 868 per annum*

**CENTRE:** *Bloemfontein*

**REQUIREMENTS:** *An appropriate Bachelor's Degree or equivalent and extensive experience in municipal finance, statistics, data analysis, capturing and maintenance*

### **KEY RESPONSIBILITIES:**

It will be expected from the successful candidate to perform the following functions:

- 1. To interpret, verify and consolidate financial information and statistics to effectively monitor the financial performance of District and Local Municipalities for reporting of the findings to the MEC Local Government and Housing and sharing the outcome of monitoring endeavors with the Free State Provincial Treasury, and where applicable recommend remedial actions to be implemented. To assist in tabling 12 monthly reports on the state of Local Government Finance in the Province in order to determine financial performance.*
- 2. To interpret, verify and consolidate information on the compliance of District and Local Municipalities with the Municipal Finance Management Act (Act No. 56 of 2003) as per memorandum of Understanding with the Free State Provincial Treasury for reporting findings to the MEC Local Government and Housing in collaboration with the Free State Provincial Treasury in order to assist in tabling 4 quarterly reports on the Municipal Finance Management Act compliance.*
- 3. To conduct quarterly assessment on the compliance of Local Municipalities with the Municipal Property Rates Act (Act Nr. 6 of 2004) to the MEC Local Government and Housing.*
- 4. To share the outcome of monitoring endeavors with Municipalities and recommending remedial actions to be implemented where applicable to ensure the effective implementation of the Municipal Property Rates Act.*
- 5. To prepare replies to enquire from National/Provincial Departments/Political parties/Committees from the Legislature on Municipal performance and compliance related questions to comply with legislation on access to information and promote sound intergovernmental relations.*
- 6. Monthly/quarterly contact sessions with CFO's of District/Local Municipalities.*
- 7. To conduct an assessment of annual equitable share allocations to the Free State*

8. *To conduct an assessment of the Indigent profiling of Local Municipalities.*
9. *To assist in conducting preliminary investigations into fraud/corruption/mal-administration.*
10. *To provide assistance where necessary to Municipalities to capture and maintain key performance financial and other information on the EMMA Plus System to be implemented in the Province as part of broader monitoring initiatives.*

**ENQUIRIES:**

**P.F. Botha**

Telephone number: **(051) 407 6703**

**APPLICATIONS:**

Mohau Phahlo  
Department of Local Government and Housing  
Human Resource Management  
P.O. Box 211  
BLOEMFONTEIN  
9300  
or

Room 905, Lebohang Building  
Bloemfontein

Reference Number:

**LGH2007/50**

**CLOSING DATE:**

**14 September 2007**