



INTERNAL VACANCY

The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Directorate: Finance, Department Finance, to be filled permanently as soon as possible.

(Only employees currently employed at the Overberg District Municipality may apply)

CONTROLLER EXPENDITURE (1 X BREDASDORP)

Requirements: A relevant 3-year tertiary qualification, preferably a National Diploma or B Com Degree in Financial Accounting as a major subject. 2-5 Years relevant experience required. Computer Literacy: MS Office. A Valid Code B driver's licence.

Other requirements: Ability to conduct work of a financial nature according to prescribed norms and standards under the general direction of an experienced Accountant. Basic working knowledge of applicable local government legislation (e.g. MSA, MFMA), and others as applicable. Applicants must be literate in at least two of the three official languages of the Western Cape.

Responsibilities/ Duties: Responsible for the effective financial functioning in the Creditors section, by exercising control over the following: Ensuring that accounting related functions, including all payments comply with applicable legislation (MFMA), regulations and Council's approved policies. Co-ordinates the application of procedures, recording and sequences associated with expenditure administration including performing analysis and processing the creditors accounts. Execute supervision duties and assist with duties of Accountant in his/her absence.

The competency level for this position is a level 1 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	Professional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> Accounting Procurement Budgeting Financial Management Costing Financial Reporting Financial Process Management 	<ul style="list-style-type: none"> Oral Communication Written Communication Organisational Awareness Problem Solving Planning and Organising 	<ul style="list-style-type: none"> Interpersonal relationships Communication Service delivery orientation 	<ul style="list-style-type: none"> Action and outcome Orientation Resilience Cognitive ability Change readiness Learning orientation 	<ul style="list-style-type: none"> Impact and Influence Team Orientation Direction setting Coaching and Mentoring

Job related enquiries: Mr W Crafford at (028 425 1157)

Salary: T-10= R 283 104 – R 367 464 per annum plus the normal fringe benefits of a Local Authority.

Closing date: 23 December 2024

All applications must be submitted on the prescribed ODM application form, (found on www.odm.org.za) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to aaugust@odm.org.za. Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

Please note:

- Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
- It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
- Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
- If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by council.
- The permanent appointment includes the signing of an employment contract, declaration of interest and performance agreement.
- The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.