

SWARTLAND MUNICIPALITY



Swartland Municipality ensures the wellbeing of all communities within the Swartland region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment. Women and persons with disabilities are encouraged to apply.

Swartland Municipality, with its head office in Malmesbury, services the towns of Malmesbury, Yzerfontein, Moorreesburg, Darling, Koringberg, Abbotdale, Kalbaskraal, Chatsworth, Riverlands, Riebeeck West and Riebeeck Kasteel. The hub of the Swartland offers you the best of two worlds. You work and live in a tranquil, rural environment with all the modern amenities at hand. When you want to get away from it all, Cape Town is barely 60 km away, while various resorts along the picturesque West Coast are literally just around the corner.

The Municipality currently offers the following vacancy (ies) and awaits applications from competent persons who comply with the minimum job requirements.

INTERNAL AND EXTERNAL APPLICANTS WILL BE ACCEPTED

JOB TITLE: MANAGER: REVENUE

Place of Work: Malmesbury

Vacancy reference number: V44/24

DIRECTORATE: FINANCIAL SERVICES

Requirements:	<ul style="list-style-type: none"> Required to complete the Municipal Minimum Competency within one year of appointment Valid Code B vehicle license Proficiency in at least 2 of the official languages of the Western Cape. Good management, interpersonal and communication skills. Good knowledge of local government financial practices and legislation Excellent accounting and mathematical skills Analytical skills Problem solving skills Decision making skills Time management skills Ability to work under pressure Interpersonal communication skills Customer service skills High level of responsibility Accuracy and ability to give attention to detail
Qualification:	A relevant 3-year tertiary qualification preferably a National Diploma or B Comm with Financial Accounting as a major subject. Computer literacy: MS Office.
Experience:	8 years or more relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline.
Job Purpose:	The post is responsible for the management of Council's revenue by setting standards, systems, procedures and mitigating risk strategies in order for Council to realise its revenue budget of over R 800 million which involves taking responsibility for the effective management of the Revenue Section, Services, Property Rates and Valuations and Debtor Contact Offices across the Swartland Area. The post is also responsible for providing management information to the CFO, Accounting Officer and Council for purposes of oversight and decision-making. The post supports the CFO with his responsibilities and accountability.
Key Performance Areas:	<ul style="list-style-type: none"> Divisional strategic matters Strategic planning and reporting Financial Management Personnel Management Specialised services Statutory frameworks, policies and procedures, systems and controls Utilization and management of debtors packages Debtors control Debt administration General administration Knowledge sharing, training and skill development Manage all debtor contact walk in offices and vendor points Manages the municipals cash revenue stream Health and Safety Communication and reporting General

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> Influencing Technical Communication Organisational Awareness Conceptual thinking 	<ul style="list-style-type: none"> Project Management Financial Management Information measuring and monitoring Technology usage 	<ul style="list-style-type: none"> Service Delivery Orientation Interpersonal Relationships Communication Customer orientation and customer focus 	<ul style="list-style-type: none"> Action Orientation Resilience Change Readiness Learning Orientation Problem Solving Accountability and Ethical Conduct 	<ul style="list-style-type: none"> Direction Setting/Impact and influence Coaching and Mentoring Team Orientation

Salary:	R 576 780 – R 748 620 (T-15 of a Category 4 Local Authority)
Enquiries:	Rachelle van Zyl at 022 487 9400

GENERAL:

- A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality, including a housing allowance for home owners subject to certain conditions and relocation costs (conditions apply).
- The Municipality is committed to Employment Equity and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets.
- The Municipality is not bound to make any appointment.
- Where necessary applicants will be subjected to screening and vetting with the consent of the applicant. Fraudulent qualifications or documentation will immediately disqualify an applicant.
- Applications received after the closing date or that have been received without the documentation mentioned below, will not be considered.
- Applications that do not meet all the advertised requirements for the position, will not be considered, therefore applicants must please ensure that they meet all requirements before applying for the position.
- Applications not made on the prescribed application form will render any appointment or contract entered into, between the municipality and the successful candidate invalid.
- Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
- Canvassing of any councillor and/or member of the Selection Panel and/or any employee of the Municipality will not be allowed and will immediately disqualify applicants.
- In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
- The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provide to us is true, up to date and correct.
- Preferences will be given to internal and local candidates within the Swartland Municipal area.
- Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests and a performance contract (where applicable) with the employer.

A covering letter with at least two (2) contactable references (managers, subordinates or peers), must accompany the completed prescribed application form (available on request at Tel. 022 487 9400 or on the municipality's website www.swartland.org.za) with certified copies of the necessary qualification, certificates, ID document, driver's license and a Curriculum Vitae (Maximum of three (3) pages). Completed applications on which the post reference numbers are clearly indicated must be delivered to the **Municipal offices, Church Street, Malmesbury or posted to Private Bag X52, Malmesbury, 7299 for the attention of Mrs R van Zyl (Human Resources Officer: Recruitment and Selection)** by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 01 NOVEMBER 2024 AT 12:00

JJ SCHOLTZ
MUNICIPAL MANAGER

18 OCTOBER 2024

CHURCH STREET
Private Bag X52
MALMESBURY
7299