



BERGRIVIER MUNISIPALITEIT

Bergrivier Municipality ensures the wellbeing of all communities within the Bergrivier region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment.

Bergrivier Municipality, with its head office in Piketberg and approximately a 90 minutes' drive from Cape Town, currently has the following vacancy and awaits applications from competent persons who comply with the minimum job requirements. (Women and persons with disabilities are encouraged to also apply.)

VACANCY **INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED**

MANAGER: EXPENDITURE & SCM (PIKETBERG)

DIRECTORATE: FINANCIAL SERVICES

REF: FD3/063/PB

Qualifications: A relevant three (3) year tertiary qualification, preferably a National Diploma or BCom with Financial Accounting as a major subject

Experience: 8 Years or more relevant experience covering all aspects of the relevant financial processes and the Management of financial information or having gained specialist experience in a finance discipline

Requirements: Code B driver's licence · Computer Literacy (MS Office) · Proficiency in at least two (2) official languages of the Western Cape Province (English, Afrikaans & isiXhosa – Read, Write & Speak) · Good management, human relations, interpersonal and communications skills · Conflict handling skills · Ability to give attention to detail · High level of responsibility · Ability to work under pressure · Financial management skills · Negotiation skills · Must be physically fit and able bodied · Required to work outside normal working hours during planned overtime, public participation processes · Must perform duties in any area of the Municipality · Compliance with the relevant Minimum Competency Levels as prescribed in Government Gazette 29967 dated 15/06/2007 as amended in Government Gazette 41996 dated 26/10/2018 (or attainment of the Minimum Competencies within a period of 18 months from date of appointment)

Job purpose: Manages the key performance and result indicators associated with the Expenditure- and Asset Management Section within the Financial Services Directorate:

- Through the implementation of laid down policies and procedures
- Regulating financial reporting and recording requirements for the management of the Expenditure, Asset Management & Supply Chain Management Section
- Manage objective setting and financial planning sequences and directing and executing accounting procedures and processes in accordance with relevant legislation and policies associated with controlling the Expenditure / Creditors, Asset Management, Insurance Portfolio & Supply Chain Management Sections
- Co-ordinates and controls the Supply Chain Management processes, aligning procedures, systems and controls, executing applications to address the identification, acquisition or disposal of items, monitoring the stock control applications and maintaining records of outcomes, supporting and contributing to fair, equitable, transparent and cost-effective procurement practices that is consistent with policies and laid down requirements encapsulated in legislative frameworks
- Maintaining the financial system relating to the Expenditure, Asset / Inventory Stores and Supply Chain Management Section by ensuring that system is updated as required

Key Performance Areas: Identifies, defines and implements the immediate-, short- and long-term managerial objectives and plans (3 to 5 years) associated with the provision of strategic planning · Manages, co-ordinates and controls specific processes associated with the implementation, monitoring and communication phases of projects / programmes pertaining to the different functionalities · Identifies and defines the short to medium term objectives and priorities of the section encapsulating procurement, expenditure and remuneration control functionalities · Monitoring and manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility · Initiates, plans, develops and drives long term plans for the human resources functionality in respect of the Department · Skills development

The Competency Framework for this position is a Finance Accountants Competency Level 4 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
- Oral Communication - Written Communication - Organisational Awareness - Problem Solving - Planning and Organising	- Accounting - Procurement - Budgeting - Financial Management - Costing - Financial Reporting - Financial Process Management	- Interpersonal Relationships - Communication - Service Delivery Orientation	- Action and Outcome Orientation - Resilience - Cognitive Ability - Change Readiness - Learning Orientation	- Impact and Influence - Team Orientation - Direction Setting - Coaching and Mentoring

Salary:	R 986 664.00 per annum (T18 of a Category 3 Local Authority) plus car allowance
Date of acceptance:	01 March 2027 or as soon as possible
Enquiries:	Mr. PW Erasmus at 022 913 6000

GENERAL:

1. 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 homeowners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.
3. The Municipality is not bound to make any appointment.
4. All appointments are subject to a Police clearance; which means that by applying for a position at the Municipality, you give us permission to obtain a Police clearance.
5. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
6. 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.
7. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
8. 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.
9. Appointment in certain posts is subject to a security clearance and applicants will also undergo an interview and evaluation process and where necessary, write a trade test.
10. 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, correct and up to date.
11. **Preference will be given to local candidates within the Berggrivier municipal area (WC013).**
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest 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 9136000 or on the municipality's website www.bergmun.org.za) with certified copies (not older than 6 months) of the necessary qualification certificates, ID document, Drivers Licence and a Curriculum Vitae (Maximum of 3 pages), (only one post per application form) to reach Municipal Offices (Aurora, Eendekuil, Redelinghuys, Piketberg, Porterville & Velddrif) within the municipal area or posted to PO Box 60, Piketberg, 7320 or by courier to 13 Church Street, Piketberg, 7320, for the attention of Mr DF Verhoog, to reach him by no later than the closing date.

You should note that the Municipality does not accept responsibility for applications that are mailed or sent by courier and are received late or not at all. The onus is still on you to ensure that your application reaches the municipality before the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 18 SEPTEMBER 2026 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 185/2026

**13 CHURCH STREET
P O BOX 60
PIKETBERG
7320**