

South Coast Tourism & Investment Enterprise, situated at 16 Bisset Street, Port Shepstone, within the Province of KwaZulu-Natal, invites suitably qualified dynamic and mature candidates whose background and experience match this challenging position. The State Owned Company seeks to appoint a highly motivated visionary and self-starter to the following positions:

Appointment to the following positions of Chief Executive Officer and Manager: Finance, HR and Administration will be on a five-year contract in terms of Sections 56 and 57 of the Local Government: Municipal Systems Act, Act 32 of 2000, as amended, read together with the Local Government: Municipal Performance Regulations, 2006 and the Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels of 2007.

The successful candidates for the above positions will be required to sign an employment contract and an annual performance agreement in accordance with the provisions of the local Government Municipal Systems Act, 32 of 2000.

Please review the Full Job descriptions/Strategic Plan which is our website: <https://www.sctie.co.za>

No late, faxed, or emailed applications will be accepted or taken into consideration during the selection process. SCTIE is committed to Employment Equity. Communication will be with short listed candidates only. If you are not contacted within three months of the closing date, please consider your application unsuccessful. Applicants must note that further checks will be conducted, and their appointment is subject to positive outcomes on these checks, which include security check, qualification verification, criminal record, credit records and previous employment. SCTIE reserves the right not to make an appointment.

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**MANAGER: FINANCE, HR & ADMINISTRATION (Ref: FCS 05/2023)**

5 Year Fixed Term Contract

TOTAL REMUNERATION PACAKAGE PER ANNUM (ALL INCLUSIVE):

Between R700,000 – R1 100 000 (Negotiable)

Applications are invited from suitably qualified and experienced persons for the abovementioned post to take up office from no later than 1 November 2023

**KEY COMPETENCIES:**

- A relevant qualification equivalent to at least an NQF level 6.
- A minimum of 5 years' experience at management level in Finance, and Corporate Services or equivalent.
- Knowledge of Supply Chain Management in government.
- Project management skills, knowledge to analyse and interpret laws and regulations that govern the procurement are highly required.
- Proven ability to develop rapport with private sector and government stakeholders.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiating and management skills necessary.
- Excellent time and project management skills.
- Excellent ability to think proactively, take the initiative, work independently and innovatively.

- High computer literacy in all Microsoft applications including Word, Excel, Power Point, as well as with SAGE Evolution and SAGE 300 People.
- Proven track record of excellence in financial oversight and compliance.
- Sound knowledge of financial management, MFMA and government systems.
- MFMA/PFMA qualification would be an added advantage.

**CORE RESPONSIBILITIES:**

- Oversee all financial transactions, including management of all financial reporting requirements.
- Management and submission of all requirements in terms of the Municipal Systems Act, and Municipal Finance Management Act.
- Preparation of Annual Budgets.
- Performance Management.
- Risk and Fraud Management.
- Maintenance of Fixed Asset register.
- Liaison with the parent municipality to ensure National and Provincial Treasury requirements are met.
- Preparation of Annual Audit schedules for Annual Financial Statements for audit by the Auditor General in terms of GRAP.
- Co-ordination of Internal Audit and External audit processes.
- Management of Supply Chain Management processes.
- Management of monthly Payroll and associated administration.

Interested persons must forward a comprehensive C.V, a covering letter and three names of contactable references as well as certified copies of qualifications. The documents should be sent through email to: **recruitment@sctie.co.za** with **Ref: FCS 05/2023** on the subject line to: **The Chief Executive Officer, Ms Phelisa Mangcu**, by no later than 8 June 2023 at 10h00. Alternatively, applications may be hand delivered to the SCTIE Head Office.

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South Coast Tourism & Investment Enterprise  
Head Office:  
16 Bisset Street  
PORT SHEPSTONE  
4240

Ms. E.J. Crutchfield  
Deputy-Chair  
and  
Ms. P.C. Mangcu  
Chief Executive Officer

## **JOB DESCRIPTION**

### **MANAGER: FINANCE, HR & ADMINISTRATION**

#### **Primary Duties and Responsibilities**

- Develop and maintain good accounting, financial, budgeting systems and controls
- Oversee all financial transactions, including management of all financial reporting requirements
- Perform financial analysis and performance reporting duties
- Develop and monitor the performance management systems
- Effectively and efficiently manage the procurement processes in accordance Supply Chain Management policies
- Develop, implement and monitor risk management and fraud prevention plans
- Ensure that the entity obtains a clean audit report from the Auditor General
- Ensure that the entity complies with statutory requirements in terms of Corporate Governance & Compliance principles
- Assist in managing the entity's future growth and direction,
- Forecast capital, staff and office facilities requirements
- Maximize the return on the entity's funds
- Work with senior management to attract, hire and retain a capable and strong team
- Develop employment policies and ensure that changes are communicated timeously to employees
- Liaise with the Employee Union representatives as and when necessary
- Monitor and implement staff development needs and requirements

#### **Key Competencies**

- A Bachelor's Degree in finance or a relevant tertiary qualification at least NQF level 6 in the field of Accounting, Finance or Certificate in Municipal Financial Management (SAQA qualification ID No. 48965)
- 10+ years' experience in Finance or equivalent and Senior Management positions
- Experience working with executive teams, board members and shareholders.
- Extensive experience in financial planning and strategy, corporate finance, budgeting and management skills.
- Proven excellence in financial oversight and compliance
- Time-management skills and proficiency in multi-tasking.
- Vast managerial experience over large departments.
- A post graduate or Chartered Accountant (CA) qualification is a plus

It is to be noted that this job description is a listing of tasks or duties and responsibilities and is not exhaustive. The employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

It is to be noted that should a grievance be felt with regard to any instruction issued, representation may be made to supervision or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.

Agreed by Incumbent: .....  
Name Signature

Approved by Superior: .....  
Name Signature