

DEPARTMENT: MPAC

POSITION : MPAC COORDINATOR
SECTION : MPAC
REFERENCE NO : MMPAC/01/11/24
REMUNERATION : In accordance with job level 4 of Merafong City local Municipality (539 011.89 per annum excluding benefits)

REQUIREMENTS: Grade 12 • Diploma in Audit/Accountancy/Economics or related commercial field (NQF 7) to MPAC environment • Meeting minimum competency Levels in terms of Gazette 29967 will be an added advantage • Valid code 08 driver's license • 5 - 8 years considerable experience in MPAC • At least 3 years supervisory experience • Experience in Auditing, MPAC reporting • Knowledge of terms and reference on the MPAC in local government • High level of computer literacy (office Practice) • Sound knowledge and understanding of all applicable legislation including the Municipal Finance Management Act, Amended Municipal Systems Act, Municipal Structure Act, Municipal Finance management Act, etc. • Must be able to work irregular hours and overtime when necessary. • Must have good management and interpersonal skills. • Strategic thinker • Computer Literacy. High degree of confidentiality. Good interpersonal relations and a high degree of ethics

SKILLS & KNOWLEDGE: Demonstrated strategic skills in the development and implementation of MPAC Strategy in small/ medium sized organization • Project/ programme implementation skills and knowledge • Case management, documentation and reporting skills • Excellent written, oral, interpersonal, and presentation skills and the ability to effectively interface with all team members and stakeholders • Proven ability to juggle a complex workload, prioritise effectively, take the initiative, problem solve, be flexible and work with minimal supervision • Demonstrated ability to build consensus, facilitate collaboration and problem- solving and manage conflict among varied stakeholders in matrixed environment • Ability to set boundaries and to make stand behind tough decisions •

RESPONSIBILITIES: • Plans and coordinates the key performance areas and outcomes for the Office of the Chairperson of the Municipal Public Accounts Committee (MPAC) through the alignment and promotion of MPAC's mandates/ resolutions, collating relevant documents (Audit Reports on Annual Financial Statements, Reports issued by the Auditor General, Mayors Quarterly Reports, etc); managing investigations and projects requested by EXCO and Council to MPAC; Coordinating the invitation of members of the public to attend any meetings of the Committee in respect of s16(1) of the Municipal Systems Act, 2000; and managing the administrative/ secretarial/Human resource function associated with the Office of the MPAC. Compile the MPAC programme and integrate into the institutional calendar.