

MANTSOPA LOCAL MUNICIPALITY



EXTERNAL VACANCIES

MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT, AND NEED TO APPOINT SUITABLY QUALIFIED AND EXPERIENCED PEOPLE IN THE UNDERMENTIONED POSITIONS. PEOPLE WITH THE SKILL AND EXPERTISE TO DISCHARGE THE DUTIES OF THE UNDERMENTIONED POSITIONS ARE INVITED TO APPLY:

OFFICE OF THE MUNICIPAL MANAGER

INTERNAL AUDIT MANAGER

Salary: R340 501.78 per annum (Post Level 1) Permanent Post plus:

BENEFITS OF THE POSITION:

Pension / Provident fund,
Group fund,
Medical aid,
13th cheque,
Car allowance and
Annual leave

REQUIREMENTS:

A degree/equivalent qualification in Auditing. Plus five years relevant experience.
Member of IIA.
Studying towards CIA will be an advantage
Completion of GIA/IAT would be a strong advantage.
Proven management skills.
Excellent communication skills both written and verbal
Advanced Computer literacy
Valid driver's licence.

KEY PERFORMANCE AREAS

Develop the overall strategy for the Internal Audit function to ensure that issues relating to the unit are included in the strategy:
Developing of a comprehensive operational plan of audit coverage for the unit so that an effective audit process exists in the short to medium term.

Monitoring and controlling audit projects so that the Professional Standards for the Practice of Internal Auditing with regards to planning and documentation are adhered to
Performing professional internal auditing work, including conducting performance, financial and compliance and audit projects. Providing consultative services to the Municipal Management and Departments on internal audit activities. Ensuring the maintenance of all organizational and professional ethical standards. Researching on key compliance aspects related to control risk. Accounting procedures and practices. Participating in various meetings, including Audit Committee, Internal and External forums, Ensuring that the implementation of the resolutions of the audit committee.

SECRETARY / PA TO MUNICIPAL MANAGER (FIXED TERM CONTRACT)

(Contract Positions attached to the term of office of the Municipal Manager)

Post level 4/1 R 246 852,22 p.a Contract post plus

Benefits of the position:

Pension / Provident fund,
Group fund,
Medical aid,
13th cheque,
Annual leave

Requirements

- NQF 5 with Secretarial Diploma / equivalent or developed competencies
- 3 years' experience providing secretarial service to the municipal manager
- Knowledge of political protocol
- Computer literacy, typing, speed writing or short hand, administrative and personal and telephone communication

Key Performance Areas:

- Fulfil the administrative, secretarial and personal assistance to the municipal manager
- Provide receptionist / telephone service in the office
- Filing, typing, scheduling and planning the municipal manager's diary
- Make logistical arrangements for meetings, functions, conferences or any events of the municipal manager's office.

Please forward your CV and covering letter (including three contactable references) and certified copies of qualifications. To the following address:

Department of Human Resources
Mantsopa Local Municipality,
P O Box 64,
Ladybrand,
9745 or hand deliver
38 Joubert Street, Ladybrand, 9745.

Fax and E-mail applications will not be considered.

Enquires can be directed to the HR Manager Ms L Ntsepe on telephone: (051) 924 0654 / 5

Fraudulent qualifications, documentation or driver's license from applicants will immediately be disqualified. A candidate/applicant who canvasses any Councillor for preference will also be disqualified from the selection process or from appointment. The Municipality reserves the right to appoint or not to appoint.

CLOSING DATE: 21 August 2017

**TP MASEJANE
MUNICIPAL MANAGER**