

MANTSOPA LOCAL MUNICIPALITY



LOCAL MEDIA/NOTICE BOARD VACANCIES INTERNAL/EXTERNAL

MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT AND NEED TO APPOINT SUITABLE 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 AND THOSE PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.

DEPARTMENT: MUNICIPAL MANAGER

INTERNAL AUDITOR

Salary: R257 986,09 per annum (Post Level 4/4)

Benefits of the position

Pension / Provident Fund
Medical Aid
13th Cheque
Annual Leave
Housing subsidy
UIF

Requirements of the Job:

- Grade 12 and three years Bachelor's Degree in Commerce, specialized in Financial Accounting/Auditing/Internal Auditing as a Major
- Minimum three years working experience in the local Government or Public Sector
- Computer skills and working knowledge of MS Office
- Acceptable state of health in such a manner that the inherent duties/ functions linked to the position can be performed.
- Valid Driver's license.

T.P.

- Studying towards a certified Internal Auditor (CI/CGAP) and MFMP minimum competency certificate will serve as an added advantage
- Registration with the Institute of Internal Auditors of South Africa (IISA) will serve as an added advantage

Key Performance Areas

- Good understanding of GRAP, MFMA and IIA standards
- Good verbal and written communication skills
- Plan the audit scope, including designing audit plans and programs
- Identify Risks, controls and undertake process analysis
- Present Risk analysis and Audit assignments to Senior Management
- Provide assurance service to the Accounting Officer and Management
- Conduct performance Audits in accordance with the performance management system
- Responsible and accountable for planning, organizing, supervising, controlling, performing, and formally reporting an audit engagements
- Monitor compliance to determine the extent of variation or non-conformance to statutory requirements, policies and procedures
- Prepare and present reports, comments and opinions on the achievement of departmental objectives
- Provide guidance on the interpretation of principles to enable realignment of functions and responsibilities
- Provide independent assurance on adequacy and effectiveness of the internal control, risk management and governance processes
- Ensure that audits performed comply with the International Standards for professional Practice of Internal Auditing and other laid down standards

RISK MANAGEMENT COMMITTEE CHAIRPERSON

INVITATION TO SERVE AS THE RISK COMMITTEE CHAIRPERSON

Benefits of the position

The remuneration will be as per the National Treasury Tariffs Regulation as reviewed by the Minister from time to time

Term of the Office: The term of office of chairperson of the Risk Committee will be in line with the term of office with the current Council

Requirements of the Job:

T.P.

- A relevant degree or qualification in Accounting, Financial Management or Auditing. Chartered Accountant (CA) Certified Internal Auditor (CIA) and experienced Internal Auditor.
- General experience in Public or Private sector Risk Management
- An understanding of the Local Government and Risk identification and control
- Experience on compliance and operational Risks will serve as an added advantage
- Valid Driver's license.

Key Performance Areas

To provide advisory service as chairperson of Risk Management Committee of Mantsopa Local Municipality in terms of Public Sector Risk Management Framework Chapter 13,24 (1)
 Review the Risk Management Policy
 Review compliance with all regulatory requirements

DEPARTMENT: TECHNICAL SERVICES

WATER SERVICES AUTHORITY MANAGER

Salary: **R412 500,52** per annum (Post Level 1)

Benefits of the position

Pension / Provident Fund
 Medical Aid
 13th Cheque
 Annual Leave
 Housing subsidy
 Vehicle allowance
 UIF

Requirements of the Job:

1. An appropriate National Diploma/B. Tech/Bachelor's degree in Civil Engineering.
2. Extensive, proven, high-level managerial experience in the Civil Engineering field preferably in a Municipal environment relating to the above key performance areas for a minimum of at least ten years.
3. Sound knowledge of applicable legislation.
4. Code B Driver's Licence.

18

Competencies:

1. Ability to work with all kinds of people
2. A track record of service delivery
3. Computer literacy with experience in MS Word, PowerPoint, Excel, MS Project and Civil Engineering Design Packages.
4. Good Financial management skills
5. Strong management and problem-solving skills.

Key performance areas:

1. Manage the Water and Sewerage networks sections
2. Plan, develop and maintain Water and Sewerage Infrastructure
3. Develop a programme for infrastructure service delivery within the municipal area, in line with the IDP and its implementation.
4. Compilation and management of annual operational plans and Operational & Capital budget for the sub-directorate.
5. Manages staff and discipline in sub-directorate
6. Surveys, designs and plans installation of new water and sewerage installations
7. Identifies sub-standard and deteriorating services for upgrading
8. Ensure that the water and sewer plants always comply with statutory requirements
9. Source funding for water and sewer related capital projects
10. Ensure training and development of staff.
11. Project Management of Water and Sanitation Projects

Candidates must be willing to be subjected to an interview, practical and / or written assessment. They must also be aware that previous employers and references may be contacted and qualifications, credit and criminal records be verified.

Applications to be forwarded as follows: Written application with CVs and covering letter (including three contactable references) and certified copies of the educational qualifications should be addressed to or hand delivered to

**Municipal Manager
Mantsopa Local Municipality
P.O. Box 64
LADYBRAND
9745**

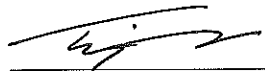
Please note that no faxes or e-mails will be accepted.

Enquires can be directed to Corporate Services, HR Division on telephone: (051) 924 0654 / 5

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**FRAUDULENT QUALIFICATION, DOCUMENTATION FROM APPLICANTS
WILL IMMEDIATELY BE DISQUALIFIED. A CANDIDATE / APPLICANT
WHO CANVASSES ANY COUNCILOR FOR PREFERENCE WILL ALSO BE
DISQUALIFIED FROM SELECTION PROCESS OR FROM APPOINTMENT.
THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT AND NOT TO
APPOINT**

Closing date: 7 August 2020



**TP MASEJANE
MUNICIPAL MANAGER**