



Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned positions. No application will be accepted without certified copies of qualifications as set out below.

OFFICE OF THE MUNICIPAL MANAGER

POSITION: DIRECTOR CORPORATE SERVICES

DURATION: FIVE YEARS PERFORMANCE BASED CONTRACT)

REF NO: 74/18

STATION: CIVIC CENTRE, CNR KERK AND TAUTE STREET, ERMELO

SALARY: MINIMUM R 932 548.00 / MIDPOINT R 1 078 089.00 / MAXIMUM R1 223 632.00 pa

MINIMUM QUALIFICATION AND REQUIREMENTS: Bachelor Degree in Public Administration / Management Science / Law; A minimum of five (5) years' experience at a middle management level.

KNOWLEDGE: Good knowledge and understanding of relevant policy and legislation • Good knowledge and understanding of institutional governance systems • Proven successful management experience in administration • Good knowledge of Corporate Support Services, including Human Capital, Legal Services, Council Support Services, Communications and Customer care management • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) • Good Governance • Labour Relations Act, and other labour related prescripts • Legal background and human capital Management • Knowledge of coordination and oversight of all specialized support functions • Knowledge of local government • Good skills in conflict resolution, problem solving and ability to be decisive.

KEY PERFORMANCE AREAS: Human Resources Management • Legal Services • Communications & Customer Care • Records and Archives Management • Information and Communication Technology • Council Support and Committee Secretariat Services • Corporate support to other departments and Auxiliary Services.

PLEASE NOTE: The successful candidate will be expected to enter into a five year fixed-term performance based contract with the Council as envisaged in Section 57 of the Local Government Municipal Systems Act. No 32 of 2000. The successful candidate/s will undergo security vetting.

POSITION: MANAGER ASSETS

REF. NO: 75/2018

POST LEVEL: 3

SALARY SCALE: R 383 979.96 pa

MINIMUM QUALIFICATIONS: Grade 12, B. Com Degree in Accounting (NQF Level 7), Economics, Finance National Treasury Minimum Competency requirements, Computer literacy

DRIVERS LICENCE: Code B

EXPERIENCE: 3 – 4 years' experience in Asset Management

DUTIES: Ensure appropriate systems of physical management and control are Established and carried out for all assets • Management of asset plans, budget, purchasing, maintenance and Disposal decisions and justify that they optimally achieve the Municipality's strategic objectives • Maintaining and updating of the GRAP compliant asset registers • Conduct quarterly physical verification of assets • Manage the asset life-cycle transactions to ensure that they comply with the plans, legislative and municipal requirements • Ability to work accurately, under pressure and adhere to deadlines

POSITION: CHIEF RISK OFFICER

REF. NO: 76/2018

POST LEVEL: 3

SALARY SCALE: R 383 979.96 pa

MINIMUM QUALIFICATIONS: Grade 12, B. Com Degree in Risk Management

DRIVERS LICENCE: Code EB

EXPERIENCE: 3 – 4 years' experience in Risk Management

DUTIES: Develop enterprise Risk Management Framework and Communicate to Management • Conduct Risk Assessment and Develop mitigation strategies • Monitor progress on Risk mitigation strategies • Develop and Monitor institutional Risk Register • Conduct awareness on Risk Management practice • Participate with Internal Audit Management and external audit in developing combined assurance plans • Compile Risk Management Quarterly Reports to Municipal Manager, Risk Management and Audit Committee • Provide support service to Risk Management Committee

POSITION: CHIEF INTERNAL AUDITOR

REF. NO: 74/2018

POST LEVEL: 3

SALARY SCALE: R 383 979.96 pa

MINIMUM QUALIFICATIONS: Grade 12 plus Degree / 3 year National Diploma in Business Management Systems / Project Management Auditing /Administration and Computer literacy

DRIVERS LICENCE: Code B

EXPERIENCE: 3 years' experience in Local Government or Public Service

DUTIES: Drafting input for planning on service delivery budget implementation plan (SDBIP) Integrated Development Plans (IDP) / Sectional Plans and /or statutory requirements • Planning and monitoring PMS schedules and ensuring alignment and control with the budget set by Council • Interacting with functional managers / supervisors and making available information on the system and/or explanations of application • Monitoring, advising on implementation, assessing compliance with standards, procedures to support synergy between applications and understanding of the Performance Management system • Reviewing and development of well-defined performance indicator and targets meeting the set criteria for inclusion in the IDP and SDBIP to enable the measurement of strategic priorities and objectives • Maintaining the Performance Management records

POSITION: INTERNAL AUDITOR

REF. NO: 73/2018

POST LEVEL: 5

SALARY SCALE: R 299 699.64 – R 330 905.76 pa

MINIMUM QUALIFICATIONS: Grade 12 plus National Diploma/Degree in Auditing/Accounting with Internal Audit as major subject (NQF level 6),

DRIVERS LICENCE: Code B

EXPERIENCE: 2-3 years' experience In Internal Auditing, Computer Literacy and knowledge of Audit Software

DUTIES: Responsible for planning and organizing, supervising, controlling and reporting on audit engagements • Monitoring compliance to determine the extent of variation or non-compliance to statutory requirements, policies & procedures • Preparing & presenting reports and opinions on the achievement municipal objectives • Ensuring the auditors performance comply with international standards and professional practice of internal auditing and other relevant standards • Provide secretariat function to the Audit Committee • Assist Chief Internal Audit in coordinating & managing the internal audit activities in the municipality

CLOSING DATE: 21 DECEMBER 2018 AT 12 NOON

An official application form applicable to Senior Managers / Directors and Municipal Manager (available on the municipal website) must be completed and must be accompanied with a covering letter, comprehensive CV, original certified copies of qualifications and ID document and driver's license and the names of three contactable references from current and previous employers must be provided.

Applications for the post of Director - Corporate Services must be posted / couriered to Msukaligwa Local Municipality, P.O. Box 48, Ermelo, 2350 OR hand delivered to: The Corporate Services, Cnr Kerk and Taute Street, Ermelo, for attention of the Municipal Manager

APPLICATION FORMS ARE AVAILABLE ON THE MSUKALIGWA LOCAL MUNICIPALITY WEBSTE (www.msukaligwa.gov.za) / HR OFFICE

FOR ENQUIRIES CONTACT HUMAN RESOURCES – MS. L.P.MNISI ON 017 801 3580 DURING OFFICE HOURS

APPLICANTS MUST SPECIFY THE DEPARTMENT FOR WHICH THE POSITION IS APPLIED FOR

"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER A MONTH, CONSIDER YOUR APPLICATION UNSUCCESSFUL"
"IS AN AFFIRMATIVE ACTION EMPLOYER"

MS. G.J. MAJOLA - MUNICIPAL MANAGER