



HARRY GWALA DISTRICT MUNICIPALITY

Harry Gwala District Municipality, situated at 40 Main Street Ixopo, within the Province of KwaZulu-Natal, invites applications from suitably qualified dynamic and mature candidates whose background and experience match these challenging and exciting positions.

WATER SERVICES DEPARTMENT

DIRECTOR: OPERATIONS AND MAINTENANCE

Salary Grade: (E2) R604 025.54 – R657 228.80 p.a.
(Plus applicable benefits) • Ref No. WAT/F 5/5/4/2/1

Requirements: • Grade 12/Matric • NQF Level 6/7 in Civil Engineering or Pr. Eng or Pr. Tech Eng or relevant qualification • 3 - 5 years' experience in Civil Engineering field • A valid driver's license • Computer literacy.

Key performance areas: • Keep abreast with technological developments in the rehabilitation and maintenance of water/sewage treatment plants/reticulation and storm-water drainage • Analyze and align requirements with operating capacity and capability • Evaluate and comment on the applicability of specific key performance indicators and measures against outcomes detailed in the departments Business and Strategic Plans • Present a conceptual framework of current and future interventions necessary to achieve acceptable levels and standards of service delivery to the Head (Water Services) for consideration and inclusion into the departments short/long term performance and service delivery plans • Analyze trends, operating requirements and forward plans to establish/determine funding/expenditure for the period • Evaluate the sections performance against budget and addressing deviations/variances with appropriate personnel • Monitor and implement corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and departmental procedure • Implement Human Resources policies and procedures to control/regulate workplace conflict and/or instituting corrective measures and consultation processes to address deviations from standards • Analyze statistical information pertaining to staff attendance/absenteeism, overtime, lost time due to accidents and/or incidents and downtime and propose specific remedial measures aimed at improving productivity and reduce personnel related costs • Perform any other duties as delegated by any Senior Official.

OFFICE OF THE MUNICIPAL MANAGER

SENIOR INTERNAL AUDITOR

(RE-ADVERTISEMENT)

Salary Grade: (D4) R488 131.64 – R487 274.00 p.a.
(Plus applicable benefits) • Ref No. MM/F 5/5/4/2/1

Requirements: • Grade 12 (Matric) • NQF 6/7 Level in Internal Auditing/Auditing/Financial Accounting or relevant qualification • Plus at least three (3) years' experience in the auditing field which two years' must be a supervisory experience in the auditing field • Professional registration with the Institute of Internal Auditors South Africa (IIASA) will be an added advantage • A valid driver's licence.

Skills and knowledge: • Interpersonal relation and communication skills • Computer literacy, project management • Report writing, research, business process re-engineering, decisiveness and assertiveness, lateral and innovative/analytical thinking • Effective problem solving skills due to professional care • High standards of honesty, objectivity, diligence & loyalty • Knowledge of financial management, presentation and facilitation • Knowledge of application and interpretation of legislations, staff motivation and dispute resolution • Good understanding of GRAP and IIA standards as well as code of ethics, adequate understanding of MFMA, Public Service Regulation Framework and Risk Management.

Key performance areas: • Facilitating the assessment of economy, efficiency and effectiveness of operations within the Municipality • Preparing an Audit Planning Memorandum for all audit assignments for review and approval by the Director: Internal Audit and prepare the Audit Planning Memorandum • Analyse the results of the overall analytical review of management data and concluding on the impact of risk and materiality • Provide input in the allocation of internal audit staff based on their skills and experience as well as the perceived complexities of the task assigned • Planning for all the audits on the annual internal audit plan which includes documenting system description, audit programs, working papers • Identify risk and controls and perform process analysis on the system description documented • Evaluate test results and recommend corrective measures • Ensure the effectiveness of the audit team • Analyse and interpret financial statements • Performing follow-up audits and reviewing follow-up audit working papers prepared by auditors • Interpret objectives of the unit and execute action plans, monitor and report on effective execution of those plans.

Enquiries should be directed to: The Human Resources Office, on tel. (039) 834 5504/8752/8756.

Applications must be submitted with an Application Form of Harry Gwala District Municipality which can be found on our website www.harrygwalaadm.gov.za accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications and driver's license must be addressed to the Municipal Manager for Attention: Miss N Lungwenge Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276, to reach us no later than 15H00, 15 February 2019. (15 February 2019)

NB: Convassing with Councillors and Management will lead to disqualification. Further correspondence will be confined to shortlisted candidates. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. No faxed or email applications will be accepted.

The Council reserves the right not to continue with the interviews and appointments thereof if it feels that no suitable candidates could be found.

NB: applications that are submitted without Harry Gwala District Municipality application form will not be considered.

Applicants who previously applied for the positions that are being re-advertised need to re-apply as their previous applications will not be considered.

MRS A.N. DLAMINI: MUNICIPAL MANAGER

OFFICE OF THE MUNICIPAL MANAGER

INTERNAL AUDITOR

(RE-ADVERTISEMENT)

Salary Grade: (C5) R297 642.54 – R323 737.42 p.a.
(Plus applicable benefits) • Ref No. MM/F 5/5/4/2/2

Requirements: • Grade 12 (Matric) • NQF 6/7 Level in Internal Auditing/Auditing/Financial Accounting or equivalent relevant qualification • 2 years' experience in Auditing or Internal Auditing • Professional registration with the Institute of Internal Auditors South Africa (IIASA) will be an added advantage • A valid driver's licence.

Skills and knowledge: • Lateral and innovative/analytical thinking • High standard of honesty, objectivity, diligence and loyalty • Computer literacy • Interpersonal relations and communication • Knowledge of financial management and report writing • Good understanding of GRAP and IIA standards as well as Code of ethics, adequate understanding of MFMA, and other applicable legislations in local government.

Key performance areas: • Conduct the internal audit and verifying compliance according to contracts, applicable legislation, generally acceptable accounting practices and auditing standards • Prepare of financial and operational reports, comparing previous month's results/outcomes to current months for submission to the Head of the Department • Assist in planning for the audits as per the annual internal audit plan • Documenting all relevant systems, procedures, operations, transaction, flows and activities identified by the audit plan • Check and verify employee identification against source documentation, i.e. Letter of Appointment, pay rate, etc. and ensure calculations are correct • Source and searching legislative requirements and discuss with the immediate superior, the structure of the plan and programme • Interact with the relevant Departments to review functional systems and their compliance aspects related to controls, risks, accounting procedures and practices, performance management and loss control for inclusion in the plan and programme • Report on weaknesses on the systems of internal control and make recommendations to management • Conduct follow up audits on completed assignments.

BUDGET AND TREASURY OFFICE

RELIEF CASHIER

(RE-ADVERTISEMENT)

Salary Grade: (B2) R134 232.62 – R146 013.32 p.a.
(Plus applicable benefits) • Ref No. BT/F 5/5/4/2/1

Requirements: • Grade 12 (Matric) with accounting as one of the subjects • One year Certificate in Financial Management will be an added advantage • Computer literacy.

Key performance areas: • Communicate with the customer and attend to specific payment or sale enquiries and/or provide information on tariffs for specific services • Collect and count payments tendered by verifying total paid against the amount due and/or seeking identification, checks recording and process non-cash payments • Issue receipts reflecting payment made, change due and the balance through producing a hard copy receipt • Separate denominations and commencing with control counting sequences • Tally amounts and verifying cash totals to receipts issued • Capture data relating to deposits made against revenue collected • Record transactional details on cheques issued as payments for submission to the supervisor • Verify cash receipts schedule/reports against cash or cheque totals with the supervisor including rectifying deviations on policy for correct depositing • Attach duplicate receipts and deposit slips to schedules and filing the same as per the approved filing sequence • Access/retrieve information and records to facilitate resolution of relevant enquiries • Ensure that documents are filed properly.

WATER SERVICES DEPARTMENT

GENERAL ASSISTANT (2 POSTS)

Salary Grade: (A2) R99 988.31 – R108 728.80 p.a.
(Plus applicable benefits) • Ref No. WAT/F 5/5/4/2/2

Requirements: • Grade 9/Standard 7 • Experience in water services will be an added advantage.

Key performance areas: • Receive instructions/guidance from the Plumber or any other Senior Official and attend to the preparation of work site (e.g. placing road signage, loading/off-loading equipment, tools, etc.) and/or fastening slings/ropes and guiding/holding material/equipment during the loading/off-loading sequences • Responsible for excavation and backfilling of trenches to defined levels using hand held tools (e.g. spade picks, etc.) • Clean and remove blockages, debris and alien vegetation from drainage systems (manholes, pipes, canals, etc) using hand held tools (e.g. cleaning rods, spade, etc.) • Remove and wash off debris from tools and equipment, removing debris/rubble, cleaning worksites.