



HARRY GWALA DISTRICT MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

SENIOR MANAGER: RISK MANAGEMENT

Salary Grade: (T17) R640 943.40 – R831 993.48
(plus applicable benefits) • Ref No. MM J 5/5/4/2/1

Requirements: • Grade 12/Matric • 3 years' NQF Level 7 in Risk Management/Internal Auditing or relevant qualification • 5 years' experience in risk management field • 3 years' experience in a Local Government environment • Good knowledge of municipal related legislation • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Skills and knowledge: • Analytical skills and an eye for detail • Commercial awareness • Numerical skills • Planning and organizational skills • Ability to understand broader business issues • Communication and presentation skills.

Key performance areas: • Design and implement enterprise-wide Risk Management strategies, Fraud identification and prevention strategies and Business Continuity strategies • Develop annual risk management plans and conduct awareness campaigns • Manage, implement review and improve risk management policy, framework and strategy • Participate in various structures when formulating Risk Management plans and discuss audit reports from AGSA and Internal Audit • Monitor if different departments are implementing risk mitigation plans and report progress in various committees • Identify and define the immediate, short and long term objectives/plans associated with loss control management • Advise Management on how to handle cases of theft, vandalism, accidents and injuries with regard to loss control • Conduct an environmental scan of both the internal and external environment when conducting risk assessments • Educate, guide and advise the employees and management about the most significant risks faced by the institution • Perform risk evaluation by evaluating the Municipality's previous handling of risks, and comparing potential risks with criteria set out by the municipality such as costs and legal requirements • Provide quality, effective, efficient and cost effective risk management services to management and council through planning, supervising, directing and controlling of risk management assignments • Manage the Risk Management section in terms of maintenance of discipline, management of performance and development.

SENIOR RISK MANAGEMENT OFFICER

Salary Grade: (T12) R322 213.56 – R418 242.72
(plus applicable benefits) • Ref No. MM J 5/5/4/2/2

Requirements: • Grade 12/Matric • 3 years/NQF Level 6 qualification preferably in Risk Management/Internal Auditing or relevant qualification • 2 – 3 years' experience in the risk management field • Registered member of the Institute of Risk Management South Africa/ Institute of Internal Auditors • Computer literacy Microsoft Software Packages • A valid motor vehicle driver's licence.

Skills and knowledge: • Analytical skills and attention to detail • Numerical skills • Planning and organising skills • Ability to understand broader business issues • Communication and presentation skills • Good knowledge of municipal related legislation.

Key performance areas: • Support the Risk Manager with the implementation of the risk management framework and fraud prevention strategy • Identify and analyse risks in the respective departments • Profile key compliance aspects in relation to legislation, policies, procedures and controls • Profile and investigate operational incidences, identify and analyse control deficiencies and advise • Monitor the implementation of risk strategies • Monitor by observing critical processes • Update municipal risk registers • Prepare comments and opinions on observations of specific processes, procedures, controls and systems • Educate and create awareness on embedding risk management, fraud risk and on municipal strategies • Report on weekly, monthly, quarterly and annually to the Risk Manager.

BUDGET AND TREASURY OFFICE

ACCOUNTANT (ACQUISITIONS)

Salary Grade: (T12) R322 213.56 – R418 242.72
(plus applicable benefits) • Ref No. BT J 5/5/4/2/1

Requirements: • Grade 12/Matric • 3 years/NQF Level 6 qualification in Supply Chain Management/Financial Management/Public Finance or relevant qualification • 2 – 3 years' experience in Acquisitions (Supply Chain Management) • Computer literacy Microsoft Software Packages • A valid motor vehicle driver's licence.

Key performance areas: • Communicate/interact with personnel across various Departments with regard to acquisition requirements • Receive and verify information recorded in the requisition form (i.e. vote numbers specification, etc.) and process official orders in the system • Interact with supplier representatives and resolve aspects pertaining to quality, discounts and delivery times • Responsible for obtaining samples of alternative/substitute products and forwarding to the Departments for approval prior to confirmation • Receive proposals from service providers/suppliers with regard to their products, prices and service delivery standards and/or communicate the requirements as per the of Supply Chain Management policies • Conduct quality checks of products and administrative systems and discuss deviations with suppliers to facilitate rectification.

PRINCIPAL CLERK (SALARIES)

Salary Grade: (T7) R161 966.28 – R210 255.84
(plus applicable benefits) • Ref No. BT J 5/5/4/2/3

Requirements: • Grade 12/Matric • 1 year/NQF Level 5 qualification in Accounting/Financial Management/Public Finance or relevant qualification • 1 year practical experience in salaries administration environment • Knowledge of salaries and good understanding of PayDay Payroll Financial System • Knowledge of Income Tax • Computer literacy Microsoft Software Packages.

Key performance areas: • Receive letters of appointment/termination correspondence/benefits correspondence for implementation • Insert changes to the remuneration structure and related parameters based on published adjustments and/or internal policies or as directed by the Administrator (Salaries) • Process all overtime claims, standby hours and emergency hours for the month, by scrutinizing all submitted sheets for accuracy, and then capture the relevant information onto the PayDay Payroll system in time for the monthly calculations • Process subsistence and travel claims • Assist staff with salary queries and assist with the provision and completion of salary information for Statistics South Africa • Keep all the monthly records • Perform other administrative duties as assigned and prepare salary deductions as per schedules sent by third parties and garnishee orders.

BUDGET AND TREASURY OFFICE

METER READER

Salary Grade: (T6) R133 982.52 – R173 929.80
(plus applicable benefits) • Ref No. BT J 5/5/4/2/2

Requirements: • Grade 12/Matric with Mathematics or Accounting • 1 year/NQF Level 5 certificate in Office Administration or relevant qualification • 1 year experience in meter readings • Computer literacy Microsoft Software Packages • A valid motor vehicle driver's license will be an added advantage.

Key performance areas: • Locate water meters, read, record and verify accumulated totals on display with figures inserted on prescribed forms/meter sheets • Check the status of connections, identify and record any acts of tampering and damages incurred on connections and water flow in meters • Forward completed schedules or meter sheets to the immediate Supervisor for further processing • Receive instructions from non-payers or complying customers on the disconnections or reconnection of the meters • Check connection or disconnection prior to departure from site and record activities and forward schedules to relevant personnel for further processing • Attend to prepaid water meter queries.

CORPORATE SERVICES DEPARTMENT

OCCUPATIONAL HEALTH AND SAFETY CLERK

Salary Grade: (T6) R133 982.52 – R173 929.80
(Plus applicable benefits) • Ref No. COP J 5/5/5/3/1

Requirements: • Grade 12/Matric • 1 year/NQF Level 5 qualification in Human Resources Management or Safety Management • 1 year experience in Occupational Health and Safety Section • Computer literacy Microsoft Software Packages.

Key performance areas: • Responsible for monitoring occupational health and safety standards • Responsible for keeping the Safety, Health and Environmental (SHE) file updated • Provide clerical support to all Committees dealing with health and safety matters • Assist in conducting health and safety talks, inspections and risk assessment and report all findings to the Occupational Health and Safety Officer • Assist Supervisor with the assessment and reporting of suspected/probable COVID-19 cases • Assist in recording Injury on Duty/occupational disease cases and safely keep all records submitted to the Department of Labour • Safely keep all records of employees who have been vaccinated and those who have been sent for medical assessment • Conduct stock control from time to time for all personal protective equipment • Remain up to date with regard to prescripts/ policies and procedure applicable.

SENIOR CLERK

Salary Grade: (T6) R133 982.52 – R173 929.80
(Plus applicable benefits) • Ref No. COP J 5/5/5/3/2

Requirements: • Grade 12/Matric • 1 year/NQF Level 5 qualification in Human Resource Management or relevant qualification • Occupationally Directed Education Training and Development Practices (ODETDP) qualification will be an added advantage • 1 year experience in Training and Development section • Computer literacy Microsoft Software Packages.

Key performance areas: • Assist with the development of Workplace Skills Plan (WSP) and Annual Training Report (ATR) for the financial year • Assist during the facilitation of specific learning programmes including Adult Education and Training (AET), learnerships, bursaries, internships and study assistance programmes for all levels of employees, Councilors and Traditional Leaders • Compile and update statistical information with respect to trainings completed, attendance levels and targets achieved • Assist with the logistical arrangements for planned training programmes • Provide secretariat function in the Skills Development and Employment Equity Committee and to other Committees relevant to skills development • Ensure all relevant Employment Equity forms such as EEA1, EEA12, etc., that are required by the Department of Labour are filled and safely kept • Report to the Skills Development Facilitator on all activities and key outcomes pertaining to training, development and employment equity.

WATER SERVICES DEPARTMENT

CIVIL ENGINEERING TECHNICIAN

Salary Grade: (T11) R272 915.52 – R354 276.72
(plus applicable benefits) • Ref No. WAT J 5/5/4/2/1

Requirements: • Grade 12/Matric • 3 years/NQF Level 6 qualification in Civil Engineering or relevant qualification • 2 years' experience in Civil Engineering (Water related field) • Registration with ECSA will be an added advantage • Computer literacy Microsoft Software Packages • A valid motor vehicle driver's licence.

Key performance areas: • Conduct total water balance for the zones for Municipality • Undertake activities related to Missing Data Acquisition • Investigate of water losses, non-revenue water and provide monthly reports • Identify projects that require infrastructural replacement and refurbishments • Oversee Water Demand & Conservation Management projects from inception to completion • Report maintenance problems to the Supervisor and advice on to resolve conflicts.

Enquires should be directed to: Human Resources Unit on tel: (039) 834 8756/5504/8752. No faxed or e-mailed applications will be accepted.

Applications must be submitted with a signed Application Form which can be found on our website: www.harrygwalaadm.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity document and driver's licence must be addressed to: **The Municipal Manager for Attention: Miss N Lungwengwe, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276, or can be hand delivered at 40 Main Street, IXOPO, 3276, to reach us no later than 15H00, 13 August 2021.**

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: Canvassing with Councilors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy. The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

N.B. Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

MRS A.N. DLAMINI: MUNICIPAL MANAGER