



HARRY GWALA DISTRICT MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

DIRECTOR: LEGAL SERVICES

Salary Grade: (E2) R683 492.66 – R743 695.46 p.a. (Plus applicable benefits)

• Ref No. MM A 5/5/4/2/3 • RE-ADVERTISEMENT

Requirements: • Grade 12/Matric • 4 years' qualification (NQF Level 7) in LLB with admission as a qualified attorney • 5 years' experience in legal sector • 3 years' experience in a Local Government environment • Good knowledge of municipal related legislation • Computer literacy • A valid motor vehicle driver's licence.

Key performance areas: • Provide legal services within the municipality including advising the Municipal Manager and Heads of Departments • Review and draft contracts, agreements, internal policies and by-laws and ensure that they are in compliance with all statutory or legal requirements • Continuously monitor compliance with statutory or legal requirements and advise accordingly • Prepare legal documentation in order to ensure that the Legal Services strategy adequately addresses the legal needs of the Municipality, local and the broader community • Formulate legal opinions and recommends guidelines to resolve issues, e.g. drafting agreements, contracts, undertakings and liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken • Provide legal protection and risk management advice to Management especially on contract management • Review all contracts or any other documentation where the Municipality committed itself and assess legal implications that need to be brought to Management's attention • Negotiate, review and draft documentation for transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time • Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to all employees • Give advice to the Municipality in all its disciplinary cases that are in the South African Local Government Bargaining Council • Keep abreast of all legislative changes and National Government requirements with respect to access to legal information and formulating methodologies/policies dictating procedural applications for consideration and approval • Provide legal advice/opinions to Council on the exercise of powers and functions • Inform Council of new legislation and updates on existing legislation and Case Law • Investigate alleged transgressions by employees and/or prosecuting in disciplinary enquires on behalf of Council • Advise and represent Council in all legal matters • Attend to legal matters as may be required.

This is re-advertisement post, those who previously applied may need to re-apply if they are still interested as the previous application will not be considered.

SENIOR INTERNAL AUDITOR

Salary Grade: (D4) R507 088.96 – R551 380.98 p.a. (Plus applicable benefits)

• Ref No. MM A 5/5/4/2/1 • RE-ADVERTISEMENT

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

Skills and knowledge: • Interpersonal relations 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 and 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, and other legislation, regulations and frameworks relating to the Municipality.

Key performance areas: • Facilitate the assessment of economy, efficiency and effectiveness of operations within the Municipality • Prepare 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 • Plan 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 • Prepare internal audit reports • Ensure the effectiveness of the audit team • Analyse financial statements • Interpret financial statements • Review Finance related reconciliations • Analyse information from the finance management system • Review and analysing Trial Balance, Control accounts, And General Ledger • Perform 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.

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COMMUNICATIONS OFFICER

Salary Grade: (D1) R376 554.09 – R409 235.52 p.a. (Plus applicable benefits)

• Ref No. MM A 5/5/4/2/2

Requirements: • Grade 12/Matric • 3 year's qualification (NQF Level 6) preferably in Public Relations or Communication Science • 2-3 year's relevant experience • Computer literacy • A valid motor vehicle driver's licence.

Skills and knowledge: • Good communication skills • Project management skills • Must be able to work under pressure.

Key performance areas: • Engage with the media and other stakeholders • Prepare media statements and organize press conferences • Manage and update social media • Arrange media presence for specific community functions or events • Develop and implement communication and branding strategy • Attend to the writing of articles for publications in the internal newsletter • Receive news articles or correspondences from the respective departments and check for accuracy and updates the newsletter accordingly • Attend to the compilation of quarterly newsletter in conjunction with the relevant stakeholders • Attend to the arrangements of staff events and the networking sessions.

CORPORATE SERVICES DEPARTMENT

COMMITTEE OFFICER (2 POSTS)

Salary Grade: (C2) R250 128.20 – R271 629.17 p.a. (Plus applicable benefits)

• Ref No. COP A 5/5/4/2/1

Requirements: • Grade 12/Matric • NQF Level 6 in Public Administration or relevant qualification • Computer literacy • 1-2 years' experience in Administration (minute taking).

Key performance areas: • Refer to the approved schedule of Committee meetings and confirming/reporting deviations from plans with respect to catering requirement and/or stationery and equipment needed for specific sessions to the immediate superior • Communicate with Office Bearers to establish items for inclusion on the agenda and the submission of investigative/general reports and proposal supporting agenda items • Circulate notifications, agenda and minutes of previous meetings and resolutions of meetings to members • Perform specific secretarial sequence at meeting with regards to circulation and completion of attendance registers, recording details of proceeding/ discussions proposals and recommendation, and making available of copies for correspondence referred to in discussion to members (Joint Executive Committees with Local Municipalities; IGR Forums, Audit Committee; Oversight Committee; Local Labour Forum; Joint Coordinating Committee; Short-listing and Interview Committees) • Using word processing applications to prepare minutes and notifications of meetings and, extracting and forwarding information request with respect to long term continuous absenteeism of officials and Union Representatives to the relevant person • Updating Committee files and records, inserting attendance registers, notification, correspondence and minutes in accordance with established referencing sequences • Relieve Receptionist when unavailable • Assist with reprographic duties in the absence of a Reprographer • Assist with maintaining photocopying equipment in the absence of a Reprographer • Assist with the ordering of stationery for Corporate Services.

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.harrygwaldm.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity document and driver's license 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, 30 April 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 Councillors 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