



HARRY GWALA DISTRICT MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

RISK MANAGER

Salary Grade: (T16) R548 733.75 - R712 288.816 p.a. (Plus applicable benefits)

• REF NO: MM N 5/5/4/2/1

Requirements: • Grade 12/Matric • 3 year qualification (NQF Level 6) in Internal Auditing or Risk Management or relevant qualification • 4 - 5 years' experience at a supervisory level within the Risk Management or Internal Auditing field • Knowledge of Corporate Governance, risk management, and other applicable local government prescripts • Programme and project management, financial management, change management, problem solving and analysis • Membership with the Institute of Risk Management in South Africa will be an added advantage • Computer literacy in Microsoft packages • A valid motor vehicle driver's licence.

Key performance areas: • Plan, control and coordinate activities relating to risk management throughout the operations of the municipality to ensure that operational risks are properly identified, documented, assessed, mitigated, monitored and reported timeously • Analyse gaps in the Council Risk Management Policy and Strategy to ensure effective risk management processes, propose strategies for alignment and advise Management and Council • Formulate short and medium term objectives for the roll out of Enterprise Risk Management process and communicate the risk profiles, the results of monitoring and recommendations of process improvement • Assist in compiling risk registers for all functional areas at strategic, tactical and operational levels • Regularly visit functional areas and meet with Senior Managers to promote risk management into the culture and daily activities of the institution • Compile the necessary reports to the Risk Management Committee; communicate with the Provincial Treasury, Audit Committee and the Risk Committee regarding the status of Enterprise Risk Management • Provide input into the development and subsequent review of the Fraud Prevention Strategy, Business Continuity Plan, Occupational Health, Safety and Environmental Policies and Practices, and Disaster Management Plans • Review all Enterprise Risk Management Plans, Strategic Plans (policies, strategies and frameworks).

SENIOR INTERNAL AUDITOR

Salary Grade: (T12) R333 491.02 – R432 881.26 p.a. (Plus applicable benefits)

• REF NO: MM N 5/5/4/2/2

Requirements: • Grade 12/Matric • 3 year qualification (NQF Level 6) in Internal Auditing/Auditing/Financial Accounting or equivalent relevant qualification • 3 - 4 years' experience in Auditing or Internal Auditing • Professional registration with the Institute of internal auditors South Africa (IIASA) will be an added advantage • Computer literacy in Microsoft packages • A valid motor vehicle driver's licence.

Key performance areas: • Conduct the internal audit and verify compliance according to contracts, applicable legislation, generally acceptable accounting practices and auditing standards • Prepare financial and operational reports, compare previous month's results/outcomes to current months for submission to the Head of Department • Assist in planning for the audits as per the annual internal audit plan • Document 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 • 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 of the systems of internal control and make recommendations to management • Conduct follow up audits on completed assignments.

CORPORATE SERVICES DEPARTMENT

MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY

Salary Grade: (T15) R487 367.98 - R632 634.29 p.a. (Plus applicable benefits)

• REF NO: COP N 5/5/4/2/1

Requirements: • Grade 12/Matric • 3 year qualification (NQF Level 6) in Information Technology or Computer Science or relevant qualification • 4 - 5 years' experience in Information Technology, 2 years' must be at a junior management level • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Develop and implement policies, procedures, governance and best practices • Provide leadership to ICT operations and infrastructure by ensuring that an appropriate technical support framework is in place, including the management and delivery • Negotiate and administer contracts for hardware and software acquisition, implementation, maintenance and for telecommunications consulting services • Work closely with decision makers in other departments to identify, recommend, develop, implement and support cost effective technology solutions • Oversee annual planning process for information systems in each department and ensure that consistent, integrated systems planning are ongoing • Keep abreast with latest technologies that may be of benefit to the organisation and make requisite recommendations, supported by documentation, costing and present to Council.

Enquiries 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.harrygwala.dm.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 X501, IXOPO, 3276, or can be hand delivered at 40 Main Street, IXOPO, 3276, to reach us no later than 15h00, 03 December 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 an immediate disqualification. The Harry Gwala District Municipality subscribes to the National Equity Strategy.

NB: All applications must be submitted using the Harry Gwala District Municipality application form and failure to do so will lead to a disqualification.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidate could be found.

MRS A.N. DLAMINI: MUNICIPAL MANAGER