



MANDENI LOCAL MUNICIPALITY INTERNAL / EXTERNAL VACANCY

Applicants living with disability are encouraged to apply.

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position:

DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
POSITION : RISK AND COMPLIANCE OFFICER (X1 POST)
TAST GRADE : T10
SALARY NOTCH : R212 469,48 per annum
SALARY SCALE : (R212 469,48 - R275 800,56)
CLOSING DATE : 17 JULY 2020 @12H00
REF NO : PN38/2020

MINIMUM REQUIREMENTS:

- National Diploma in Risk Management/Auditing/Accounting or equivalent.
- 2-3 years in Risk Management or Internal Auditing experience in local government
- A valid driver's license,
- Membership with Institute of the Internal Auditors or Risk Management professional body will serve as an added advantage.

SKILLS & COMPETENCIES:

- Deadline driven and able to deliver high quality work under pressure
- Strong verbal and written communication skills
- Ability to work in a team environment.
- Knowledge of Local Government Legislation
- Knowledge of risk management processes and techniques
- Effective Communication skills

DUTIES:

- Develop, coordinate, monitoring and implementation of enterprise risk management strategies and plans.

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. BL Magwaza (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntuli | Cllr. LR Moletshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe



- Developing, maintaining and executing a comprehensive process for identifying, assessing, mitigating, monitoring and reporting on risks that may impact on departmental and organizational performance.
- Conduct organisational risk management workshops and meetings and compilation of risk registers on annual basis.
- Develop Enterprise risk management related policies and procedures including fraud prevention strategy, detection and reporting.
- Facilitate the process of fraud awareness, fraud risk Identification Level.
- Facilitate resolution of performance audit queries.
- Ensure the development and Implementation of the Council Risk Management Strategy.
- Serve as the support function for the enterprise risk and fraud committee.
- Ensure compliance with applicable legislation and regulations.

BENEFITS:

All standard Municipal Fringe benefits which *inter-alia* Includes a Housing Subsidy, Medical Aid and Pension fund would be applicable to the above post.

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); tel: (032) 456 8200. **Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number to: Human Resources, via email: recruitment @mandeni.gov.za.** If you do not hear from us within 30 days of the closing date consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building.

NB: the municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make an appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with a disability are encouraged to apply.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 29/06/2020 