

**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
TASK GRADE : 10
SALARY NOTCH : R 225 748 PER ANNUM
SALARY SCALE : (R 225 748 pa - R 293 038 pa)
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : TUESDAY, 29 DECEMBER 2020 @12:00 PM
REF NO : PN 91/2020

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.
- Develop, maintaining and executing a comprehensive process for identifying, assessing, mitigating, monitoring and reporting on risks that may impact on departmental and organizational performance.
- Conduct organizational 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.

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 Mdletshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe



- 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

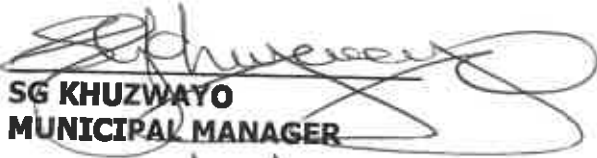
BENEFITS:

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 certified copies of certificates and quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.** If you do not hear from us within 90 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. Mandeni residents will be given first preference.

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


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 08/12/2020