

MOGALAKWENA MUNICIPALITY

Mogalakwena Local Municipality hereby invites applications from experienced, qualified, innovative, committed, energetic individuals with vision for appointment to the following positions:

OFFICE OF THE MUNICIPAL MANAGER RISK MANAGER

Duties

Reporting directly to the Chief Operations Officer, the incumbent will perform the following duties:

- Develop risk management programs for the municipality
- Develop strategic and operational risk management profiles for the municipality
- Develop risk management process and fraud risk strategy
- Liaison with provincial, local government, internal, external auditors and other structures on risk management
- Coordinate and conduct compliance audit on risk management strategy
- Coordinate and conduct education and awareness on risk management
- Assist senior management to establish and communicate the organization's enterprise risk management (ERM) objective and direction
- Assist management with integrating risk management with the strategy development process
- Assist management to develop and communicate risk management policies, risk appetite and risk limits
- Conduct regular risk assessment across the organization
- Perform any other reasonable tasks.

Requirements:

A Bachelors degree in Accounting or Diploma in Internal Auditing. At least 3 – 5 years experience in a similar position or related field and 1 year in the supervisory position. A valid drivers license and computer literacy will be an added advantage. Knowledge of Acts that governs the municipalities

Salary Scale: R 260 273, 00

DEPARTMENT OF CORPORATE SUUPORT SERVICES OFFICE ASSISTANT / MESSENGER (Ref No. 4005CO)

Duties:

Reporting directly to the Support Services Officer, the incumbent will perform the following duties:

- Perform mail collecting and delivery service
- Perform transportation tasks
- Perform administrative tasks including inter alia filing
- Perform any other reasonable task.

Requirements:

Grade 10, drivers' license and have one year relevant experience in a similar position. Must be computer literate.

Salary Scale: R 62 910, 00 – R 64 561, 00

DEPARTMENT OF TRAFFIC & EMERGENCY SERVICES GENERAL WORKER (Ref.No. 2202TE)

Duties:

Reporting directly to the Special Workman, the incumbent will perform the following duties:

- Perform road markings by measuring, marking and erecting of new road marks
- Perform maintenance duties by cleaning vehicles and workshops
- Assist the special workman by placing cones to block areas
- Perform manual labour tasks by digging, drilling and setting up holes
- Perform any other reasonable task.

Requirements:

Grade 8 and be able to read, write and count correctly. 1 year relevant experience.

Salary Scale: R 62 910, 00

BENEFITS: As application to local municipality

Closing date: 2 March 2012

Mogalakwena Municipality is committed to employment equity and applications from designated groups are encouraged.

NB: The language policy of the Council is English

Appointments on the above-mentioned positions will be on the competency of the Municipal Manager and no canvassing will be allowed.

Due to high crime rate/fraud enquiries should strictly be directed to:
Mr. M S Mamashela – (015) 491 9758 or Ms. K Bontsi – (015) 491 9634

Mogalakwena Municipality's application form **OR** covering letter accompanied by CV and certified copies of qualifications should be sent to **The Manager: Corporate Support Services, P O Box 34, Mokopane, 0600. Only candidates who attach certified copies of qualifications will be considered during short listing.**

PLEASE NOTE THAT FAXED APPLICATIONS WILL NOT BE ACCEPTED.

Should you not hear from us two months after the closing date you may assume that your application was unsuccessful. No further correspondence will be entered into with regard to this matter.



The Municipal Manager
S W Kekana
54 Retief Street
Box 34
MOKOPANE
0600

Notice number: 27/2012
February 2012