



# MADIBENG

## LOCAL MUNICIPALITY

The municipality hereby invites applications from suitably qualified candidates to apply for the undermentioned positions to be stationed at Brits-North West Province " Bokone Bophirima" :

## DIRECTORATE: MUNICIPAL MANAGER

### POSITION: RISK OFFICER

DIVISION: RISK MANAGEMENT

SALARY SCALE R 295 728 PER ANNUM

POST LEVEL 6

CLOSING DATE: 14 JULY 2017 (STRICTLY AT 16:00)

#### REQUIREMENTS:

- Grade 12
- National Diploma in Accounting / Risk Management / Auditing
- Valid Driver's License
- Good Interpersonal and Communication Skills
- Good working knowledge of MS Word, MS Excel, MS Power point and outlook
- Experience in the risk management field

#### MAIN DUTIES WOULD INCLUDE:

- Ensure an effective Risk Management Administration Support
- Ensure safekeeping of risk reports and other documentation
- Assist with preparation of packs for the Risk Management Committee
- Assist with preparation of risk assessments, workshops and training
- Facilitate departmental meetings

#### TO ALL APPLICANTS

Please read these guidelines in order not to be disqualified

- Applications must be done in the following order:
  - i) a covering letter indicating clearly the following information:  
position applied for, title, initials and surname, contact number (application forms from other organisations are not accepted);
  - ii) a comprehensive and typewritten or legible Curriculum Vitae;
  - iii) certified copies of relevant certificates and identity document (this must accompany your application);

/ Please staple all your documents together in order not to be misplaced during the sorting process / Only original applications will be accepted, therefore NO e-mails or faxes please/ When sending by post, forward your application to – The Director: Corporate Support Services : Vacancies at PO Box 106, Brits, 0250/ Hand delivery must be done at Room 208/209/210/211/212, Second Floor, Brits Municipal Offices/ Applications that do not conform to the above and applications not received at the date and time mentioned in this advert, as well as any form of canvassing, may lead to disqualification of an applicant/ Applicants, who do not receive notice within two month from date of closure, may accept that their applications were unsuccessful. Only successful applicants will be corresponded with/

**ANY ENQUIRIES CALL SAMBO AT / LERATO MOKGATLE (012 318 9305/9514)**

Fringe Benefits: Subject to certain conditions, the following fringe benefits are offered: leave bonus equal to one month's salary; pension fund scheme; medical aid scheme; provident fund; housing subsidy for home owners Please note that remuneration packages may change when results of job evaluation are published and implemented. No salaries will however be reduced or decreased as a result of such implementation/ NB: Council reserves the right to withdraw, amend and /or suspend the process at any time when necessary