



VACANCIES

Madibeng Local Municipality with its administration offices in Brits, hereby invites applications from suitably qualified candidates to apply for the undermentioned positions.

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

SENIOR RISK OFFICER

Division: Enterprise Risk Management

Salary: R549 770.76 (Post level 4)

MINIMUM REQUIREMENTS: • Grade 12 Certificate • Bachelor of Commerce / National Diploma in Accounting / Risk Management / Auditing • Registration with the Institute of Risk Management South Africa will be an added advantage • Supervisory skills • Knowledge of Local Government • Computer Literacy • Communication skills, Writing skills and Problem • Code B Drivers' License • 5-8 years' experience in the field of Risk Management of which 2 must be at Risk Management Officer Level

KEY PERFORMANCE AREAS: • Monitor mitigation strategies against the risk tolerance and appetite, and functions / activities of the municipality • Assist with facilitation of risk management workshop, risk identification and assessments • Assist with ongoing monitoring of implementation of risk mitigating strategies • Facilitate quarterly risk reporting by departments • Assist with the evaluation of departmental performance on risk management • Assist with risk workshops and training • Ensure and effective Risk Management Administration Support • Review and analyse the departmental reports • Perform adhoc special risk assessment • Disseminate guidance and information on specific key performance areas and requirements associated with the risk reporting • Participate in various meetings (Risk Committee, Internal/External Awareness) and provide comments / opinions • Continuously transfer risk management principles and practices, through training interventions, to all stakeholders within the institutional risks • Co-ordinate activities and procedures associated with monitoring risk personnel, budgets and monitoring progress made with the execution of the Annual Risk Implementation plan • Allocate duties to personnel and monitor outcomes and instituting the necessary corrective measures to address deviations from the Risk Methodology • Control the guidance to personnel on new applications of clarifying risk management instructions • Assess and address deviations in the standard and quality of risk management services and specific mitigation on strategies to management and reporting of High-risk exposure to the Manager: Risk Management

SENIOR INTERNAL AUDITOR

Division: Internal Audit

Salary: R549 770.76 (Post level 4)

MINIMUM REQUIREMENTS: • A Relevant 3 year qualification with preference in Auditing or Internal Audit as a major and Registered with a recognised profession al body (IIA SA) • Computer Literacy • MS Office • Communication Skills and report writing skills • Written and oral communication (Negotiation, Research and analysis, report writing) • 5 – 8 years relevant experience required which includes 2 years of supervisory experience

KEY PERFORMANCE AREAS: • Written Communication • Adequately review draft reports • Prepres documents as per the approved Internal Audit Methodology and IIA Standards • Effectively collaborates on larger written projects with colleagues • Reviews engagement letter • Finalises draft audit report with reflection of management comments and auditor's response
Oral Communication • Demonstrates effective oral presentation skills • Research and Analysis • Manages fact finding and delegates research to other auditors, giving clear organised assignments • Organises synthesises work, including the work of others into a complete considered analysis • Provide practical advice to clients based on analysis • Prioritises alternative courses of action based on research and analysis • Advocacy/Negotiations • Display creativity in reaching solutions that accomplish client objectives
Ethics and Professionalisation • Recognises potential conflict of interest under applicable professional standards • Identifies other contentious issues and resolves these • Makes preliminary decision and recommendations on difficult ethical issues • Recommends a course of action based upon evaluation of relevant facts, issues and risks • Advocates for a recommendation and is able to demonstrate how that recommendation will achieve desired objectives • Organisational Awareness • Aligns annual/quarterly audit plans with individual plans with municipal goals and objectives • Contributes to shaping the municipality's specific goals and priorities • Knowledge of municipality's functional directorates and understands integration across these • In-depth knowledge of municipal legislation, policy, practice and code of conduct • Contributes towards addressing the municipality's service delivery challenges
Planning • Determines in consultation with the project manager, the scope and objectives of the engagement as well as any exclusions • Engages with a client by holding an opening meeting and identifying further risks, concerns and business needs • Agree with client on the scope and objectives of the project which is to be included in the planning of the project • Identifies risks related to the project in a risk analysis and determine appropriate testing to be performed • Leads the programme of gthe work ensuring that established deadlines and budgeted hours on each project are met • Holds regular meetings with the client on each project to inform the clients on the progress of the audit or problems • Ensures that the audit work is in compliance with the norms and standards of internal auditing and other standards set by IIA • Prepares draft audit projects on findings complete with management comments for review by the project manager based on the results of the various audit engagements • Obtains approval of the final report and submit report to the client • Ensures that where necessary, proper benchmarking of process, control and governance activities is performed • Ensures that audit work performed receives positive satisfaction ratings from clients, Audit Committee and reliance by the Auditor General • Provides assurance and regular feedback to team members and project manager on audit activities of the assigned projects • Engagement Management • Manages multiple engagements to agreed standards • Manages engagements that are multi-disciplinary • Prioritises multiple resources to meet competing deadlines as per the set standard • Translates objectives into specific plans • Interview senior management to identify potential engagements • Reviews the adequacy of the audit step results documented • Reviews the sufficiency and reliability of evidence supporting proposed conclusions • Review the adequacy of working papers complete and cross referencing to supporting documents • Review the adequacy and professionalism of fieldwork conducted • Reviews audit step conclusions to ensure they address the audit step objectives per audit plan • Review exceptions raised to ensure they are adequately supported with reliable evidence • Ensures that all exceptions were identified and raised based on testing performed • Information Management • Be able to draw conclusion as per IA Methodology

DIRECTORATE: INFRASTRUCTURE AND TECHNICAL SERVICES

ELECTRICAL MECHANICAL ENGINEER

Division: Electrical and Mechanical Engineering

Salary: R622 129.08 (Post level 3)

MINIMUM REQUIREMENTS: • A relevant Bachelor of Engineering or Bachelor of Science in Engineering • ECSA Registration

as a Professional Engineer/Technologist/Technician or Government Certificate of Competency • Experience in high voltage operations (switching, phasing, fault finding, safety) • Code C Driver's Licence • Experience with hydraulic lifting equipment, pneumatic equipment, high voltage pressure testing and cable fault finding equipment • Computer literacy: MS Office • An exceptional level of responsibility and ability to work under extreme pressure without any tolerance for errors • Must be precise, accurate, thorough, extremely careful, conscientious, reliable, confident and authoritative • 8 years or more of relevant experience post registration

KEY PERFORMANCE AREAS: • Oversee and evaluate the planning of complex engineering projects • Integrate engineering / infrastructure planning with broader development planning • Render a construction and maintenance service to the electricity networks, electrical protection and metering devices, street and sports field lights, building electrical installations, radio networks, traffic signals, and pump stations control panels • Ensure proper and efficient planned, preventative and emergency maintenance and construction work in accordance with the specifications and in compliance with relevant safety legislations • Undertake inspections and corrective actions with respect to activities, the workplace, plant and equipment • Ensure safety of personnel including the selection, purchasing and issuing of safety equipment such as heat (explosion) resistant suit, insulating gloves, eye and face protection, harnesses, safety boots, protective clothing, etc. • Perform project management to ensure compliance to technical and safety requirements

CIVIL ENGINEERING TECHNICIAN: WATER NETWORK

Division: Water Services

Salary: R439 903.08 (Post level 6)

MINIMUM REQUIREMENTS: • Relevant National Diploma in Engineering • Computer literacy: Ms Office • Healthy state of mind and physical structure • 3-5 years relevant experience

KEY PERFORMANCE AREAS: • Oversee the day-to-day operation of the Municipal water system and supervise the work crews • Assign work to various crews, monitor the progress of each work assignment daily • Establish priorities to deal with emergencies and unanticipated needs • Introduce innovative methods on how to combat unexpected pipe burst by monitoring pressure • Prepare reports on water usage for public information and make sure that the water system complies with all municipal Standards • Respond to technical enquiries and information requested both internally and externally to the department • Approve or disapprove water networks drawing for new developments by scrutinizing them according to the municipal standard

DIRECTORATE: FINANCIAL MANAGEMENT SERVICES

FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME X5

Division: Financial Management Services

Salary: R100 000

MINIMUM REQUIREMENTS: • B-Cor Degree / National Diploma in Accounting / Finance / Economics / Internal Audit / Risk Management / Logistics / Supply Chain Management / Cost Management / Public Finance and Administration (SAQA Qualification ID No.49554) • Applicants must be graduates who are at least 18 to 35 years old • Applicants must not have previously participated in an internship • Successful interns will be expected to sign an Internship agreement which is in addition to the employment contract for two (2) years. Computer literacy • Excellent communication skills • Excellent analytical skills, accuracy and attention to details • Ability to operate under pressure • Ability to communicate at all levels • Excellent accounting and mathematical skills

KEY PERFORMANCE AREAS: • Assist with the implementation of Financial Management Reforms • Assist in the implementation of Supply Chain Reforms • Assist in the preparation and implementation of Multi-year budget uniform norms and standards • Assist in compilation and submission of internal and external reporting on budget, finances, Services Delivery & Budget Implementation Plan, in-year and annual reports • Assist in the preparation of timely and quality financial statements and progressive improvements in audit outcomes • Attend to any other duty as instructed by finance managers and Chief Financial Officer.

Applications must be accompanied by a comprehensive typewritten or legible Curriculum Vitae, certified copies of relevant certificates, Identity Document and a covering letter specifying the vacancy being applied for.

All qualifying applicants for all positions will be considered for employment without regard to race, colour, religion, gender, sexual orientation, age, disability status, or any other characteristics protected by law. Appointment will be according to Council's Employment Equity Plan.

Applications must be delivered by hand at Rooms 200, 202 or 211, Second Floor, Madibeng Municipal Offices, 53 Van Velden Street, Brits or mailed to: The Director Corporate Support Services, Vacancies, P.O Box 106 Brits 0250 Kindly direct any enquiry to Mr Daniel Masemola on 012 318 9552 or Ms Lerato Mokgatle on 012 318 9514. NB: Council reserves the right to withdraw, amend and /or suspend the process at any time when necessary.

Closing Date: 06 September 2024 at 16H00

Walter Phala: **Municipal Manager (Acting)**
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