

MUNICIPAL NOTICE: 149 of 2023

Ray Nkonyeni Municipality, an equal opportunity employer, requires the services of suitably qualified, well-motivated, able to work under pressure and with strict deadlines, assertive and result driven candidate to appoint to the following posts:

OFFICE OF THE MUNICIPAL MANAGER

ASSISTANT RISK MANAGEMENT OFFICER (TASK GRADE 11)

Salary: R319 809 .96 – R415 144 .56 per annum (Excluding all benefits)

Requirements: Diploma: Risk Management / Internal Auditing or Finance related field (NQF Level 6) • At least 2 - 3 years' experience in Risk Management or Internal Audit (preferably in local government / public sector) • Membership to an approved professional body regulating Risk Management or Internal Audit (i.e. Institute of Risk Management South Africa, Institute of Internal Auditors, Institute of Chartered Accountants, Institute of Government Auditors, etc.)

Key Performance Areas: Assist in facilitating the implementation of risk management plans in accordance with established practices and standards under the supervision of the Risk Management Co-Ordinator • Continually assess and identify potential risks, evaluating these to ensure that they are appropriately mitigated through properly implemented policies, procedures, training, systems, and controls • Support the Risk Management Co-Ordinator with ad hoc projects as required and assigned by Manager: Internal Audit & Risk Management • Monitors applications, procedures and processes associated with specific statutory responsibilities and functions/ activities of the Municipality • Compiling the necessary reports to the Risk Management Committee • Perform any other duties and responsibilities as and when directed by the Supervisor.

INTERNAL AUDITOR (TASK GRADE 11)

Salary: R319 809 .96 – R415 144 .56 per annum (Excluding all benefits)

Requirements: National Diploma: Internal Auditing / Accounting • Membership with the Institute of Internal Auditors of South Africa (IIASA) • Minimum of two years' experience as an internal auditor • Advanced computer literacy • Previous experience in a municipal environment would be an added advantage • Excellent written and verbal communication coupled with good interpersonal skills as well as analytical skills • Code B Driver's Licence.

Key Performance Areas: Responsible for audits and monitoring of compliance with regard to various Acts, By-Laws and in particular with regard to the regulations as set out in the Municipal Finance Management Act of 2003, Act No. 56 of 2003 and according to the standards as set out by the Institute of Internal Auditors • Perform Risk Analysis, planning and execution of duties in accordance with accepted standards • Collect, analyse, interpret and document information to support audit results • Contribute to the overall functioning of the Internal Audit Unit.

Ray Nkonyeni Municipality is guided by the principles of Employment Equity.

Closing date: 28 July 2023

Canvassing of Councillors will disqualify the applicant.

Submit **Application Form**, CVs with certified copies of qualification to the Ray Nkonyeni Municipality, Department Corporate Services, 10 Connor Street, P O Box 5, Port Shepstone, 4240

NB: Applications must reach our office by no later than 16h00 on the closing date.

Enquiries : Human Resources Manager
Telephone : (039) 688 2023 /2075 /2077

NB : If you don't hear from us within 21 working days of the closing date, regard your application as unsuccessful.

MR KJ ZULU
MUNICIPAL MANAGER