

Elias Motsoaledi Local Municipality



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P.O. Box 48, Groblersdal, 0470, (2nd Grobler Avenue)

Elias Motsoaledi Local Municipality with its seat in Groblersdal Limpopo Province is committed to the achievement and maintenance and equity in employment, especially in respect of race, gender and disability. Suitable candidates are invited to apply for the posts as indicated below.

MANAGER INTERNAL AUDIT (T15)

Remuneration: R377 076 p.a (excluding benefits and allowances)

Directorate: Office of the Municipal Manager

Division: Internal Audit

Requirements: A recognized three year Degree/ Diploma in Internal Audit or an NQF Level 6 qualification in Internal Auditing / Auditing/ Risk Management • Registered member of the Institute of Internal Auditors (SA) / Association of Certified Fraud Examiners (SA) and / or Institute for Risk Management (SA) • Minimum of 3 – 5 years' appropriate experience in Internal Auditing / Auditing, Enterprise in Risk Management, ICT Risk Assessment, Fraud Risk Assessment, Internal Auditing and Financial Management • Extensive knowledge of laws and legislations governing local government, International Standards for Professional Practice of Internal Auditing and relevant Public Sector Risk Management Frameworks • A valid driver's licence • Competency in the use of computers especially in Excel, Power Point, Outlook, Internet.

Key performance areas: Knowledge of the Local Government sector and applicable legislation • Planning and organizing skills • Good analytical, interpersonal relation and negotiation skills • Administrative skills • Good Communication Skills • Willingness and readiness to work long hours and under pressure • Good customer care skill • Report writing skills • Excellent Leadership and Management Skills • Ability to grow and interact within an ever changing environment • Ability to bring independent and impartial advise into organization decision making • Ability to formulate clear objectives and to meet deadlines • Strong conceptual and numerical skills. Provide strategic direction, leadership and management of the Internal Audit Division • Develop strategic and operational for Internal Audit, in line with the organizational risk assessment • Provide advice and opinions regarding the organization's efficiency and effectiveness in risk management, internal controls and corporate governance • Provide Independent assurance and consulting services to management • Provide good governance and an ethical culture within the organization • Provide quarterly reports to the Audit Committee and other relevant stakeholders.

MANAGER ASSETS (T15)

Remuneration: R377 076 p.a (excluding benefits and allowances)

Directorate: Budget and Treasury

Division: Assets

Requirements: Bachelor's degree in accounting or equivalent qualification • 5 years' experience in assets management, preferably with local government environment • Valid driver's license • Knowledge of treasury regulations on assets management and the MFMA • Communication skills • Ability to work on accounting software • Computer literate • Planning and organising skills • Interpersonal relations.

Key Performance Areas: Manage the assets register • Update assets register with new acquisitions, disposals • Control the transfer in/out and internal movement of assets • Reporting • Develop, implement and monitor an acquisition, maintenance and disposal plan • Monitor assets life cycle and conduct asset verification • Coordinate the annual stock taking process • Monthly reconciliation and policy formulation • Investigate and resolve stock taking discrepancies • Supervise the duties within the asset management and stores unit • Management of staff

LEGAL ADVISOR (T16)

Remuneration: R641 520 (Cost to company)

Directorate: Corporate Services

Division: Legal Services

NB: The successful candidate will be expected to enter into a fixed term performance-based agreement with the Municipal Manager.

Requirements: Law degree (LLB) or B Proc • Basic computer literacy • Five(5) years' experience in the relevant field(attorneys) • Experience working in local government will be an added advantage • Excellent analytical skills, interpretation of statutes • Ability to act within strict policy guidelines and meet deadlines • Admission as attorneys and proof of mentorship with relevant legal authority.

Key Performance Areas: Provide legal advice to Council with regard to all legal aspects • Attend and investigate claims instituted by and against council • Interpret advice and comment on new legislation and monitor implementation • Draft new by-laws and vets by-laws • Appoint, brief and consult attorney and monitor progress of cases • Report to Council on litigation and recommend settlement of claims • Attend to administration matters in regard to legal aspects • Provide legal assistance in respect of townships, town plan administration and property matters • Deal with labour matters from internal processes up to Labour Court • Drawing and administer all municipal contracts and lease contracts.

PLEASE NOTE: Each applicant must submit the following: A signed application letter • Comprehensive CV • Certified copies of qualifications • Certified copy of identity document.

Applicants who have not received any response within 30 days of the closing date should regard their applications as unsuccessful.

A candidate who canvasses any Councillor or official for preference will be disqualified immediately from the selection process or from appointment. Correspondence will only be entered into with short listed candidates.

The Municipality reserves the right not to make any appointment.

CLOSING DATE: 08 OCTOBER 2014.

Applications for the position should be forwarded to: The Director Corporate Services, P O Box 48, GROBLERSDAL, 0470, OR BY HAND AT 2ND AVENUE GROBLER STREET GROBLERSDAL

NB: Faxed and e-mailed applications shall not be accepted.

For further information please contact: Manager Human Resources, Mafeefe Mafiri, at tel: (013) 262 3056 (During working hours)

Acting Municipal Manager - R. M Mareidi