



HARRY GWALA DISTRICT MUNICIPALITY

The Harry Gwala District Municipality situated in IXOPO invites applications from innovative and committed individuals for the under mentioned positions.

OFFICE OF THE MUNICIPAL MANAGER

SENIOR INTERNAL AUDITOR

Salary Grade: (D4) R418 814.62 - R455 396.26 p.a. (plus applicable benefits)
Ref No. MM/J 5/5/4/2/1

Requirements: • Grade 12 (Matric) • NQF 6/7 Level in Internal Auditing/Auditing/Financial Accounting or relevant qualification • Plus at least three (3) years' experience in the auditing field which two must be a supervisory experience in the auditing field • Professional registration with the Institute of internal auditors South Africa (IIASA) will be an added advantage • A valid driver's license.

Skills and knowledge: • Interpersonal relation and communication skills • Computer literacy, project management • Report writing, research, business process re-engineering, decisiveness and assertiveness, lateral and innovative/analytical thinking • Effective problem solving skills due to professional care • High standards of honesty, objectivity, diligence & loyalty • Knowledge of financial management, presentation and facilitation • Knowledge of application and interpretation of legislations, staff motivation and dispute resolution • Good understanding of GRAP & IIA standards as well as code of ethics, adequate understanding of MFMA, Public Service Regulation Framework and Risk Management.

Key performance areas: • Facilitating the assessment of economy, efficiency and effectiveness of operations within the Municipality • Preparing an Audit Planning Memorandum for all audit assignments for review and approval by the Director: Internal Audit and prepare the Audit Planning Memorandum • Analyse the results of the overall analytical review of management data and concluding on the impact of risk and materiality • Provide input in the allocation of internal audit staff based on their skills and experience as well as the perceived complexities of the task assigned • Planning for all the audits on the annual internal audit plan which includes documenting system description, audit programs, working papers • Identify risk and controls and perform process analysis on the system description documented • Evaluate test results and recommend corrective measures • Ensure the effectiveness of the audit team • Analyse and interpret financial statements • Performing follow-up audits and reviewing follow-up audit working papers prepared by auditors • Interpret objectives of the unit & execute action plans, monitor & report on effective execution of those plans.

INTERNAL AUDITOR

Salary Grade: (C5) R278 170.59 - R302 558.33 p.a. (plus applicable benefits)
Ref No. MM/J 5/5/4/2/2

Requirements: • Grade 12 (Matric) • NQF 6/7 Level in Internal Auditing/Auditing/Financial Accounting or equivalent relevant qualification • 2 years' experience in Auditing or Internal Auditing • Professional registration with the Institute of internal auditors South Africa (IIASA) will be an added advantage • A valid driver's license.

Skills and knowledge: • Lateral and innovative/analytic thinking • High standard of honesty, objectivity, diligence and loyalty • Computer literacy • Interpersonal relations and communication • Knowledge of financial management and report writing • Good understanding of GRAP & IIA standards as well as code of ethics, adequate understanding of MFMA, and other applicable legislations in local government.

Key performance areas: • Conduct the internal audit and verifying compliance according to contracts, applicable legislation, generally acceptable accounting practices and auditing standards • Prepare of financial and operational reports, comparing previous month's results/outcomes to current months for submission to the Head of the Department • Assist in planning for the audits as per the annual internal audit plan • Documenting all relevant systems, procedures, operations, transaction, flows and activities identified by the audit plan • Checking and verifying employee identification against source documentation, i.e. Letter of Appointment, pay rate, etc. and ensure calculations are correct • Sourcing and searching legislative requirements and discussing with the immediate superior, the structure of the plan and programme • Interact with the relevant Departments to review functional systems and their compliance aspects related to controls, risks, accounting procedures and practices, performance management and loss control for inclusion in the plan and programme • Report on weaknesses on the systems of internal control and make recommendations to management • Conduct follow up audits on completed assignments.

BUDGET AND TEARSURY OFFICE

RELIEF CASHIER

Salary Grade: (B1) R115 624.90 - R125 332.57 p.a. (plus applicable benefits)
Ref No. BT/J 5/5/4/2/2

Requirements: • Grade 12/Matric with accounting as one of the subjects • One year certificate in Financial Management will be an added advantage • Computer literacy.

Key performance areas: • Communicate with the customer and attending to specific payment or sale enquiries and/or providing information on tariffs for specific services • Collects and counts payments tendered by verifying total paid against the amount due and/or seeking identification, checks recording and process non-cash payments • Issue receipts reflecting payment made, change due and the balance through producing a hard copy receipt • Separate denominations and commencing with control counting sequences • Tally amounts and verifying cash totals to receipts issued • Capture data relating to deposits made against revenue collected • Record transactional details on cheques issued as payments for submission to the supervisor • Verify cash receipts schedule/reports against cash or cheque totals with the supervisor including rectifying deviations on policy for correct depositing • Attach duplicate receipts and deposit slips to schedules and filing the same as per the approved filing sequence • Access/retrieve information and records to facilitate resolution of relevant enquiries • Ensure that documents are filled properly.

METER READERS (06 POSTS)

Salary Grade: (B1) R115 624.90 - R125 332.57 p.a. (plus applicable benefits)
Ref No. BT/J 5/5/4/2/1

Requirements: • Grade 12/Matric • 1 year clerical experience • Computer literacy will be an added advantage • A valid driver's license will be an added advantage.

Key performance areas: • Commencing with locating water meters, reading and recording verifying accumulated totals on display with figures inserted on prescribed forms/meter sheets • Checking the status of connections and identifying and recording any acts of tampering and damages incurred on connections and water flow in meters • Forwarding completed schedules or meter sheets to the immediate superior for further processing • Receiving instructions pertaining to defaulters and/or complying customers, locating sites/addresses and commencing with the disconnection/reconnection sequence • Checking connection/disconnection prior to departure from site, recording activities and forwarding schedules to relevant personnel for further processing.

Enquiries should be directed to: The Human Resources Office, on (039) 834 5504/8752/8756.

Applications must be submitted with an Application Form of Harry Gwala District Municipality which can be found on our website: www.harrygwalaadm.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications and driver's license must be addressed to: The Municipal Manager for Attention: Miss N. Lungwengwe Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, Ixopo, 3276, or hand delivered at: 40 Main Street, Ixopo, 3276, to reach us no later than 15H00, 22 June 2018.

NB: Canvassing with Councillors and Management will lead to disqualification. Further correspondence will be confined to shortlisted candidates. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. No faxed or e-mail applications will be accepted.

The Council reserves the right not to continue with the interviews and appointments thereof if it feels that no suitable candidates could be found.

N.B applications that are submitted without Harry Gwala District Municipality application form will not be considered.

MRS A.N. DLAMINI: MUNICIPAL MANAGER