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

RISK MANAGER
REF NO: MM/5/5/4/2/1

Salary Grading: (D5) R460 763.16 – R501 488.38 p.a. (plus applicable benefits)

Requirements: • Matric /Grade 12 • NQF Level 6/7 qualification in Internal Auditing/Risk Management or relevant qualification • At least five (5) years' experience at a supervisory level within the Risk Management/Internal Auditing field • Membership with the Institute of Risk Management in South Africa will be an added advantage. **Knowledge and skills:** • In-depth knowledge of the Corporate Governance, Risk Management, MFMA and other applicable local government prescripts • Programme and project management, financial management, change management, problem solving and analysis.

Key performance areas: • Plan, control and coordinate activities relating to risk management throughout the operations of the municipality to ensure that operational risks are properly identified, documented, assessed, mitigated, monitored and reported timeously • Analyse gaps in the Council Risk Management Policy and Strategy to ensure effective risk management processes, propose strategies for alignment and advise Management and Council • Formulate short and medium term objectives for the roll out of Enterprise Risk Management process and communicate the risk profiles, the results of monitoring and recommendations of process improvement • Assist in compiling risk registers for all functional areas at strategic, tactical and operational levels • Regularly visit functional areas and meet with Senior Managers to promote risk management into the culture and daily activities of the institution • Compile the necessary reports to the Risk Management Committee; communicate with the Provincial Treasury, Audit Committee and the Risk Committee regarding the status of Enterprise Risk Management • Provide input into the development and subsequent review of the Fraud Prevention Strategy, Business Continuity Plan, Occupational Health, Safety and Environmental Policies and Practices, and Disaster Management Plans • Review all Enterprise Risk Management Plans, Strategic Plans (policies, strategies and frameworks).

CORPORATE SERVICES DEPARTMENT

MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY
REF NO: COP 5/5/4/2/1

Salary Grading: (D5) R460 763.16 – R501 488.38 p.a. (plus applicable benefits)

Requirements: • Grade 12/Matric • NQF Level 6/7 qualification in Information Technology or Computer Science or relevant qualification • A+ Certification • A valid driver's licence • 5 years' experience in Information Technology of which 2 year's must be at a junior management level • An ICT Manager exhibits capabilities in line with SALGA guidelines for ICT Governance and DPSA Corporate ICT Governance Policy.

Key performance areas: • Define and implement ICT policies, procedures, governance and best practices • Provide leadership to ICT operations and infrastructure by ensuring that an appropriate technical support framework is in place, including the management and delivery of service support and service delivery • Negotiate and administer contracts for hardware and software acquisition, implementation, maintenance and for telecommunications consulting services • Work closely with decision makers in other departments to identify, recommend, develop, implement and support cost effective technology solutions • Oversee annual planning process for information systems in each department and ensure that consistent, integrated systems planning are ongoing • Keep abreast with latest technologies that may be of benefit to the organisation and make requisite recommendations, supported by documentation, costing and present to Council.

FLEET MANAGER
REF NO: COP 5/5/4/2/2

Salary Grading: (D5) R460 763.16 – R501 488.38 p.a. (plus applicable benefits)

Requirements: • Grade 12/Matric • NQF Level 6 qualification in Fleet Management/Transport Management or relevant qualification • A valid driver's licence • Computer literacy • 6 years' experience in the relevant field.

Key performance areas: • Develop and update guidelines for resource expenditure, project control, data and equipment security, information privacy, internal controls and contingency plans • Implement and control systems to optimize the usage and utilization of vehicles and drivers in consultation with the relevant officials • Plan future requirements and replacement of vehicles to be factored into the budgeting process • Analyze the Municipality's need for vehicles and liaise with fleet providers for the availability of vehicles • Establish a work programme and schedule so that there is effective planning, control and management of the fleet • Monitor the repairs and maintenance of the vehicles, ensuring service and repairs are carried out timeously • Complete relevant accident reports in compliance with the policy and submit to the Insurers for claim purposes.

OFFICE ATTENDANT (MAIN OFFICE)
REF NO: COP 5/5/4/2/3

Salary Grading: (A2) R93 447.02 – R101 615.70 p.a. (plus applicable benefits)

Requirements: • Grade 9/Standard 7 • Experience of 6 months and above in Office Cleaning or General Cleaning will be an added advantage.

Key performance areas: • Cleans offices, toilets, parking and other office areas. Responsible for empting bins • Prepare tea for visitors, Senior Managers and Councillors • Clean and prepare boardrooms for meetings • Wash dishes on a daily basis • Polish desks and other office furniture • Clean reception and responsible for removing unwanted papers.

CORPORATE SERVICES DEPARTMENT

ICT SECURITY OFFICER
REF NO: COP 5/5/4/2/4

Salary Grading: (D1) R311 003.33 – R337 995.55 p.a. (plus applicable benefits)

Requirements: • Matric/Grade 12 • NQF Level 6 qualification in Information Technology or relevant qualification • A+ Certification • A valid driver's licence • 3 years' experience in the Information Technology field.

Key performance areas: • ICTSO takes the strategic role in terms of monitoring and evaluation and the structures such as; ICTSO Management committee, extended management committee, ICT Steering committee, branch management committees and project teams are established to monitor and evaluate both IMST and Annual Planning • The office of the ICTSO ensures that, each function is implemented based on set of policies, procedures and standards. ICTSO must ensures that the policies such as; the ICT Governance charter, Information System Security Policies and ICT Governance polices are developed, implemented and monitored • ICTSO must also ensure that, relevant procedures and standards are in place to implement policies and procedures. A detailed description is given in the system description of manager ISS in the development of policies, procedures and standards in the office of the ICTSO performance plan • The extended management committee and branch management committees will conduct monthly, quarterly, half year and annual reviews on APP • IMST review will be conducted with the assistance of State Information Technology Agency. Project teams monitor and evaluate each project • The Manager ISS is responsible to undertake the processes that are involved in the development/review of IMST.

DESKTOP TECHNICIAN
REF NO: COP 5/5/4/2/5

Salary Grading: (D1) R311 003.33 – R337 995.55 p.a. (plus applicable benefits)

Requirements: • Matric/Grade 12 • NQF Level 6 qualification in Information Technology or relevant qualification • A valid driver's licence • 2 years' experience in the Information Technology field.

Key performance areas: • Communicate with the immediate superior on aspects pertaining to end user computing and/or equipment/application requirements • Diagnose specific software related problems, interacting with vendors/consultant on corrective measures/applicability of suggested solutions • Install/configure set-up commands, testing and solving of logs and conduct analysis and evaluation on the functionality of application software • Maintain data dictionaries/directories and control the distribution and retention of data on various storage devices • Perform upgrades and repairs to components/peripheral devices • Set up, install and test new units prior to handover and monitor functionality in the live environment • Trouble shooting less complex problems with remote and local users on line/telephonically and/or visiting user sites to analyze, diagnose and resolve application and operating system related problems • Provide guidance to new users with start-up/log-on procedures and/or sequences, tools and capabilities of associated packages.

IT HELPDESK
REF NO: COP 5/5/4/2/6

Salary Grading: (B5) R171 266.89 - R186 065.27 p.a. (plus applicable benefits)

Requirements: • Grade 12/Matric • NQF Level 6 qualification in IT or PC Engineering or relevant qualification • A qualification in A+ and N+ will be an added advantage • At least 1 year' ICT experience.

Key performance areas: • Install and troubleshoot hardware/software, provide technical support to employees to assist with minor computer issues • Maintain supply inventory and orders supplies, as necessary • Provide clerical office support, responsibilities including dispensing mail, monitoring email account and responding to enquiries and requests, and composing and sending correspondence • Comply with all municipal systems, rules and regulations and other duties as assigned.

BUDGET AND TREASURY OFFICE

ACCOUNTANT: BUDGET AND REPORTING
REF NO: BT 5/5/4/2/23

Salary Grading: (D2) R343 283.55 – R373 235.49 p.a. (plus applicable benefits)

Requirements: • Grade 12/Matric • NQF Level 6 in Accounting, Financial Management/Public Finance or relevant qualification • 3 years' experience in the relevant field • Computer literacy-specific accounting software packages • A valid Code B driver's licence.

Key performance areas: • Interpret audited financial results with a view to investigate and prepare detailed comments and/or formulate and implement broad based solutions to achieve acceptable levels or financial performance and financial control • Manage and ensure that the budget measured against the vote is strictly controlled • Prepare the annual budget • Prepare the adjustment budget • Ensure that the timelines as set out in the MFMA are adhered to for preparation and approval of annual budget and the adjustment budget and provide budget document for public participation • Compile comprehensive financial reports, provide the necessary reasoning, legislative statements and/or apply researched outcomes to support the approval of the Operating and Capital budgets for the Municipality • Evaluate performance outcomes reports based on statistical methodologies and formulate and seek approval on the implementation of financially viable solutions.

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

Applications must be submitted with an Application Form which can be found on our website accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications and driver's licence 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, to reach us no later than 15H00, 03 November 2017.

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 email 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.

MRS A.N. DLAMINI: MUNICIPAL MANAGER