



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

Ref no : 5/5/4/2/1

SALARY: (D4) R343 945.54 – R373 987.69 per annum (plus applicable benefits)

JOB REQUIREMENTS

- Grade 12 (Matric).
- NQF 6/7 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.
- Interpersonal relation and communication skills.
- Computer literacy, project management, Report writing, research, business process re-engineering, decisiveness & assertiveness, lateral & innovative/ analytical thinking, effective problem solving skills, due professional care, high standards of honesty, objectivity, diligence & loyalty, financial management, presentation and facilitation, application and interpretation of legislations, staff motivation, dispute resolution, good understanding of GAAP / GRAP & IIA standards, adequate understanding of MFMA, Public Service Regulation Framework & Risk Management.
- A valid code 8 driver's license.

KEY PERFORMANCE AREAS/DUTIES

- Planning the audit scope including designing of audit plans & programmes. Documentation of all relevant systems, identify risk and controls and do process analysis.
- Prepare risk profile of clients. Decide on Audit samples. Perform and supervise detailed testing.
- Evaluate test results & design effective control environment for all audits.
- Ensuring effectiveness of the audit team.
- Presentation to client senior management on risk analysis & audit assignments.
- Interpret objectives of the unit & execute action plans, monitor & report on effective execution of those plans.
- Provide advice and assurance services to the municipality, monitors efficient and effective utilization of resources & daily performance of audit assignments.
- Control & report on expenditure on audit assignments.

INTERNAL AUDITORS X2

Ref no : 5/5/4/2/2

SALARY: (C5) R228 443.64 – R248 471.72 per annum (plus applicable benefits)

JOB REQUIREMENTS

- Grade 12 (Matric).
- NQF 6/7 in Internal Auditing/ Auditing/ Financial Accounting or equivalent relevant qualification.
- 2 years' experience in Auditing or Internal Auditing.
- A valid code 8 driver's license.

CORE FUNCTIONS

Lateral and innovative/ analytic thinking, due professional care, high standard of honesty, objectivity, diligence and loyalty, computer literacy, interpersonal relations and communication, financial management, report writing, good understanding of generally accepted/ recognized Accounting Practices and Standards for the Professional Practice of Internal Auditing.

KEY PERFORMANCE AREAS/DUTIES

- Planning own activities and assist with risk analysis.
- Documenting all relevant systems, procedures, operations, transaction, flows and activities identified by the audit plan.
- Identification and analysis of inherent risks to systems and processes.
- Identification and analysis of control employed by client management.
- Performing process analysis and detailed testing of transaction and processes.
- Report on weaknesses on the systems of internal control and make recommendations to the clients.

Enquiries should be directed to the Director: Internal Audit, Mr. ZW Tikilili on (039) 834 5502. No faxed or e-mailed applications will be accepted.

CORPORATE SERVICES DEPARTMENT

OFFICE ATTENDANTS X3

Ref no : 5/5/4/2/3

SALARY GRADE (A2) R76 742.04 – R83, 450.45 per annum (Plus applicable benefits)

JOB REQUIREMENTS

- Grade 9 / Standard 7.
- Experience of 1 year 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 emptying bins.
- Preparing tea for visitors, senior managers and councilors.
- Cleaning and preparing boardrooms for meetings.

- Wash dishes on daily basis.
- Polish desks and other office furniture.
- Clean reception and responsible for removing unwanted papers.

Enquiries should be directed to the Director: Administration and Support, Mr. T Ndaba on 039-834 8747. No faxed or e-mailed applications will be accepted.

WATER SERVICES DEPARTMENT

GENERAL ASSISTANTS X3

Ref no : 5/5/4/2/5

SALARY: (A2) R76 742.04 – R83, 450.45 per annum (Plus applicable benefits)

JOB REQUIREMENTS

- Grade 9 / Standard 7.
- Experience in water services will be an added advantage.

KEY PERFORMANCE AREAS/DUTIES

- Receives instructions/ guidance from the Plumber and attends to the preparation of work site (e.g. placing road signage, loading/ off-loading equipment, tools, etc.) and/ or fastening slings/ ropes and guiding/ holding material/ equipment during the loading/ off-loading sequences.
- Provides support to the Plumber during the marking off of work area/ site holding measuring tapes and inserting level indicators
- Responsible Excavates and backfilling trenches to defined levels using hand held tools (e.g. spade picks, etc.)
- Preparing requisite quantities of materials (e.g. concrete, mortar, etc.) and proceeds with mixing sequences.
- Laying pipes and/or laying and compacting cement mixes and soil to reinforce structures using hand held tools (e.g. hand stamper, spade etc.)
- Cleaning and removing blockages, debris and alien vegetation from drainage

systems (manholes, pipes, canals, etc) using hand held tools (e.g. cleaning rods, spade, etc.)

- Removing and washing off debris from tools and equipment, removing debris/ rubble, cleaning worksites.

Enquires should be directed to Director: Operations & Maintenance, Mr. M.A Yokwe on 039-8348700. No faxed or emailed applications will be accepted.

INFRASTRUCTURE SERVICES DEPARTMENT

TECHNICIAN: MUNICIPAL WORKS

Ref no : 5/5/4/2/6

SALARY: (D1) R255 407.06 – R277 574.04 (Plus applicable benefits)

JOB REQUIREMENTS

- Matric
- NQF 6/7 in Civil Engineering.
- A minimum of at least 2 years' experience in Roads, Building & Solid Waste or Civil Engineering Projects.
- Be computer literate.
- A valid code 8 (B) driver's license.
- Willing to work extensive hours and traveling throughout the District.

KEY PERFORMANCE AREAS/DUTIES

- Renders tasks associated with Municipal Works through specific applications and procedures in order to accomplish immediate and short-term service delivery objectives in keeping with the Integrated Development Plan.
- Monitors and controls procedural applications associated with Municipal Works.
- Ensures technical and operational outcomes with respect to core services delivery related to projects.

- Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators.
- Preparing operational performance reports referring to statistical data and qualitative information gathered through investigations and inspection.
- Maintaining procedural records and registers of investigations, inspections and plant performance levels and, providing details during internal and external audits, assessments or invest.

Enquires should be directed to Mr. D Mzolo, Infrastructure Services Department on 039-834 8741. No faxed or emailed applications will be accepted.

Applications with comprehensive curriculum vitae, certified copies of educational qualifications, ID and driver's license must be addressed to the Municipal Manager for Attention: Mrs. PP Cele, Acting Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276 to reach us not later than 16H30, 5 August 2015

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.

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

NB: Canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

**MRS A.N. DLAMINI
MUNICIPAL MANAGER**