

INXUBA YETHEMBA MUNICIPALITY



EXTERNAL ADVERTISEMENT

Notice: 30/2022

Inxuba Yethemba Municipality is a Category B Municipality in the Chris Hani District covering the towns of Cradock and Middelburg (EC). Inxuba Yethemba Municipality is an equal opportunity employer and subscribes to the principles of employment equity as espoused in the relevant legislation.

POSITION : **MPAC CO-ORDINATOR**
TASK GRADE : **TG 12**
SALARY SCALE : **R325 740 – R422 832.00 per annum, plus benefits**

REQUIREMENTS

• Matric/Grade 12 • Bachelor's Degree or National Diploma in Public Administration/Accounting/Auditing • Post Graduate qualification with Research methodology will be an added advantage • 3 years relevant experience • Valid Driver's License • Understanding local government administration and political structure

KEY RESPONSIBILITIES (include but not limited to):

• Providing strategic and administrative support to MPAC in the analysis of financial and non-financial performance of the institution • Co-ordinate specific administrative and reporting requirements associated with the key performance and results indicators of the MPAC • Work with committees to undertake investigation and compile over site annual reports and financial statements (AFS), interview stakeholders to gather information • Ensure that MPAC and section 79 committee reports are tabled to council and track implementation of MPAC and section 79 committees resolutions by council • facilitate the capacity building programmes for MPAC • Provide strategic and administrative support to MPAC towards the compilation of oversight report • Lead adhoc projects that may arise working with Risk and Internal Audit • Lead in doing research about areas of concern for the Municipality

Notice 31/2022

POSITION : **Manager Internal Audit & Risk Management**
TASK GRADE : **TG 14**
BASIC SALARY : **R 412 932 – R 535 956 plus benefits**
(NB: THIS POST IS SUBJECT TO THE JOB EVALUATION)

REQUIREMENTS

Matric/Grade 12 • B Com Degree or National Diploma in Internal Audit or Risk Management • 4 years Risk auditing experience, of which 2 years' must be supervisory experience • Valid Driver's License • Compliance with the Financial and Supply Chain Management Competency Areas as required in terms of GNR493 as published in Government Gazette No. 29967 of 15 June 2007 • Certified Internal Auditor (CIA) or Certified Government Audit Professional (CGAP) will be an added advantage

KEY RESPONSIBILITIES (include but not limited to):

•Strategically manage and control the key performance and result indicators associated with Internal Audit and Risk Management of the Municipality• Provide an independent appraisal of the adequacy and effectiveness of financial controls. • Develop and implement a risk-based audit plan and internal audit program for each financial year• Provide assurance regarding the effectiveness and efficiency of the organizational performance management system •Advise the accounting officer and report to the Audit Committee on the implementation of the internal audit plan • Liaise with the external auditors and other role players • Manage and monitor the implementation of risk management and mitigation strategies within the Municipality • Assess effectiveness and efficiency of Risk Management and Fraud prevention processes and procedures• .Disseminate information and guidance with relation to performance management of the human capital of the Unit•. Render management and line function administrative support services to the Unit• Keeping abreast of current developments, legislative changes, emerging trends and latest technologies in the profession.

Notice 48/2022

POSITION : Risk Management Officer
TASK GRADE : TG 11
BASIC SALARY : R275 940.00 – R358 164.00 per annum, plus benefits

REQUIREMENTS

Matric/Grade 12 • National Diploma in Internal Audit/ Risk Management/ Accounting
• 3 years Risk auditing experience• Valid Driver's License •Membership with the Internal and Risk Management institute will be an added advantage

KEY RESPONSIBILITIES (include but not limited to):

•Develop, coordinate, monitor and implement enterprise risk management strategies and plans• Develop, maintain and execute a comprehensive process for identifying, assessing, mitigating, monitoring and reporting on risks that may impact on departmental & organizational performance • Conduct organizational risk management workshops and meetings and compilation of risk registers on annual basis •Develop enterprise risk management related policies and procedures including the fraud prevention strategy, detection and reporting •Facilitate the process of fraud awareness, fraud identification level • Ensure the development and implementation of the Council Risk Management strategy

Notice 49/2022

POSITION : Internal Auditor
TASK GRADE : TG 11
BASIC SALARY : R275 940.00 – R358 164.00 per annum, plus benefits

REQUIREMENTS

Matric/Grade 12 • B Com Degree or National Diploma in Internal Audit / Accounting • 2 years Internal Auditing experience •Valid Driver's License •Membership with the Internal and Risk Management institute will be an added advantage

KEY RESPONSIBILITIES (include but not limited to):

●Facilitate implementation of Audit findings and recommendations● Provide input into the development of strategy and annual plan●Provide inputs on the development of policies and processes to ensure compliance● Conduct internal audit projects and ensure delivery of results anticipated within specific time frames●Provide inputs into the determination and documentation of the scope, purpose of the audit, risks, period of review, legislation, policies and resolutions and procedure manuals/system descriptions used in the audit● compile minutes for operational internal audit committee ● Ensure that municipal plans and objectives are met

Notice 50/2022

POSITION : **Manager Office of the Municipal Manager**
TASK GRADE : **TG 15**
BASIC SALARY : **R476 040.00 – R617 904.00 per annum, plus benefits**

REQUIREMENTS

Matric/Grade 12 ● National Diploma or Degree in Public Administration/ Accounting ● 5-7years experience in Local government with 3 years management and Financial Management experience ●Valid Driver's License

KEY RESPONSIBILITIES (include but not limited to):

● Researches, develops and participates in the implementation of strategic and short-term plans of the office ●Manages and leads processes related to the planning within the Office of the Municipal Manager and policy development● Directs the execution of specific instructions and application of laid down procedures with respect to research and PAIA●Leading the formulation and implementation of specific procedures, systems and controls and presents recommendations to support amendments to the Municipal Managers and Councils Committees ●Leads the evaluation and review of the Operations Plans against critical deliverables as identified in the organization's IDP ●Manage the Financial Planning and Analysis of the municipality ●Analysing financial and operational results to better understand municipal performance ●Preparing business cases to support new investment, strategic and other business decisions ● Provide insights to senior management around financial modelling, forecasts and profitability ●Reviewing existing processes and procedures to develop recommendations for improvement efforts

For general enquiries contact Ms T Mgweba; tmgweba@iym.gov.za on telephone no: 048 8015024/5116.

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests. Application forms are available on the Inxuba Yethemba website (www.iym.gov.za). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be **Hand delivered to the Human**

Resources Section, Inxuba Yethemba Municipality, 01 JA Calata Street Cradock 5880 or sent by post to the Municipal Manager Inxuba Yethemba Municipality, P.O. Box 24 Cradock 5880.

Candidates from the designated groups, including those with disabilities, are encouraged to apply.

Please take note: •ONLY hard-copy applications will be considered. No electronic or faxed applications will be accepted •No late applications will be considered. Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification •If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful •Inxuba Yethemba Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.

CLOSING DATE: 04 MAY 2022



**MR M.W. MBEBE
MUNICIPAL MANAGER**