



## **EMALAHLENI LOCAL MUNICIPALITY**

**NOTICE NO: HR 04/2023**

### **ADVERTISEMENT OF POSITIONS**

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**Emalahleni Municipality is a Grade 2 municipality comprising of Indwe, Dordrecht and Cacadu with its seat in Cacadu. Emalahleni Municipality is an equal opportunity employer and subscribes to the principles of employment equity.**

**Applications are invited from suitable qualified candidates for the filling of the following positions (Preference will be given to African Females)**

#### **1. MUNICIPAL MANAGER'S OFFICE**

##### **1.1 INTERNAL AUDITOR**

**Salary Scale: Task Grade 12: (R341 635 - R443 458)**

#### **REQUIREMENTS**

- Matric/ Grade 12
- National Diploma in Internal Auditing qualification
- Preferable B-Degree/ B- Tech in Internal Audit qualification
- Computer Literacy
- Valid registration with the institute of Internal Auditors.
- 3 years and above experience in an Internal Audit environment
- Member of the institute of Internal Auditors
- IAT/ PIA will be an added advantage
- Sound Knowledge of statutory Local Government practices
- Valid Driver's licence

#### **KEY RESPONSIBILITIES:**

- Implementing audit engagement in accordance to the internal audit methodology and ensure quality of working papers, system documentation, conference meeting documents for each audit engagement to ensure compliance with quality standards.
- Executing the engagement in accordance with the approved Internal Audit Methodology and Internal Audit Plan approved by the Audit Committee.
- Performing audit work, in accordance with the Audit Program under the supervision of the Chief Audit Committee.
- Developing audit plan for each engagement taking into account the high-risk focus areas identified. Discussing the plan with the reason to be audited,

discussing the internal audit objectives, scope to be covered, resources allocated and specific time frames for the engagement.

- Reviewing financial statements to provide reasonable assurance to financial affairs of the municipality.
- Reviewing compliance with legislation/ policies and frameworks.
- Developing Audit programs for approval by Chief Audit Executive
- Administrative and reporting requirements.
- Determining critical risk areas and audit criteria from the Preliminary Survey.
- Drafting reporting, replies to correspondence delegated, and analyses of scheduled according to various regulations/ policies/ procedures.
- Reviewing the consolidated report against risk implementation plan and verify if the action committed has been performed and if the risk result provided by the risk unit is correct.

## **1.2 RISK MANAGEMENT PRACTITIONER**

**Salary Scale: Task Grade 11: (R289 366 – R375 611)**

### **REQUIREMENTS**

- Matric
- National Diploma in Risk Management/Accounting/Auditing
- At least 3 years' experience in a Local Government Environment directly involve in risk management.
- Valid registration with relevant professional body
- Computer literacy
- Drivers licence

### **KEY RESPONSIBILITIES:**

- Coordinating activities and procedures associated with the formulation and implementation of the municipality's risk management plan and strategy
- Facilitating and coordinating risk identification and assessment process
- Providing input in the development, implementation and revision of Risk Management Policies and Procedures.
- Providing input in designing risk management programs within Directorates/ departments
- Advising management of best practices regarding risk management
- Facilitating and monitoring applications and procedures associated with the risk management functions and activities
- Maintaining risk register
- Monitoring all risk mitigating projects
- Providing input on enhancing controls and recommend corrective measures
- Defining and deploying fraud prevention and detection techniques and systems
- Assisting in fraud and corruption investigations

## **2. CORPORATE SERVICE DIRECTORATE**

### **2.1 MANAGER: HUMAN CAPITAL**

**Salary Scale: Task Grade 17: (R679 547 – R882 114)**

#### **REQUIREMENTS**

- National Diploma in Human Resources Management or related field
- Preferably a B-Degree Qualification in Human Resource Management
- 5 years generalist HR experience
- 3 years managerial experience
- Valid Driver's Licence
- Registration with Professional Body
- Computer Literacy
- Driver's licence
- Ability to interpret Labour Legislation

#### **KEY RESPONSIBILITIES:**

- Provisioning of strategic HR Management services to the Municipality
- Managing the development and implementation of HR policies, procedures, and processes
- Managing the municipality's skills development programmes through the development and implementation of the WSP
- Managing and monitoring the effective administration of conditions of employment for all employees of the municipality
- Managing effective recruitment and selection services within the municipality
- Ensuring the development and effective monitoring of discipline management strategies, policies, and procedures
- Overseeing and managing HR Section in an effective and efficient manner
- Developing and implementing a structured Employee Wellness Programme
- Ensuring municipality's compliance with Employment Equity Act
- Overseeing the implementation of Bargaining Council Collective Agreements
- Developing and implementing a structured Employee Wellness Programme
- Overseeing the implementation of Individual Performance Management and Organisational Development
- Ensuring that the municipality is complying with legislation
- Ensuring the implementation of the Audit Action Plan
- Implementation and updating of the Risk Register
- Managing organisational design and job evaluation process
- Advice Directorate on performance management and improve systems

Applicants for the above-mentioned positions are required to submit a prescribed application form obtainable from our reception or download from [www.emalahlenilm.gov.za](http://www.emalahlenilm.gov.za), detailed Curriculum Vitae together with certified copies of all qualifications and the Identity Document. Applications not accompanied by the required documentation will not be considered. The Council reserves the right not to continue with the interviews and appointments if no suitable candidate is found.

Emalahleni Municipality is an equal opportunity employer with a firm commitment to employment practices irrespective of race, gender and disability.

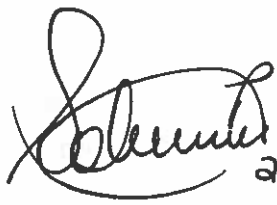
**Correspondence will only be entered into with short-listed candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. Enquiries can be made with Human Resources Practitioner Ms Sanelisiwe Zangwa, at 071 435 1078 during office hours.**

**Applications should be addressed to:**

**MS POB MAKOMA  
The Municipal Manager  
Emalahleni Local Municipality  
Private Bag X1161  
CACADU  
5410**

Late applications will not be considered, therefore post delays must be considered by the applicant.

**The closing date for applications is Thursday, 20 July 2023 Cacadu Municipal Offices.**

  
29/06/2023

