

NOTICE NO. HRM 01/03/2019

STAFF VACANCY

OFFICE OF THE MUNICIPAL MANAGER

1. RISK MANAGER

SALARY SCALE: - R504 780.00 – R655 227.00
(TASK GRADE 16)

KEY PERFORMANCE AREAS	REQUIREMENTS	EXPERIENCE
<ul style="list-style-type: none">• Liaising with Senior Management to develop the overall enterprise risk management vision, risk management strategy, risk management policy as well as risk appetite and tolerance levels for the municipality• Communicating the risk management policy, risk management strategy and risk management implementation plan to all stakeholders in the institution• Develop a risk assessment methodology that is aligned with the institution's objectives at strategic and operational levels• Coordinating risk assessments within the institution/directorates/administrative units on a regular basis• Maintenance, monitoring and review of Risk Register on a regular basis, at least quarterly• Reporting the municipal risk management progress to the Executive Management, the Risk Management Committee and to the Audit Committee on a regular basis• Assisting management in developing and implementing risk responses for each identified material risk	<ul style="list-style-type: none">• An appropriate B Degree or equivalent NQF level 6 Qualification in Risk Management/ Accounting /Auditing• Computer literacy (Excel, Word, Outlook etc.)• Excellent organizational and interpersonal skills• Ability to communicate at all levels• Understanding of risk management principles• Able to communicate in at least two official languages• Effective organizing and management skills• Understanding of national treasury risk management framework• Membership to the Institute of Risk Management will be an added advantage	<ul style="list-style-type: none">• At least 4 years' experience in a Local Government environment

<ul style="list-style-type: none"> • Continuously transferring risk management principles and practices, through training interventions to all stakeholders within the institution. • Monitor risks that materialize against the approved Risk appetite • Mentoring/ coaching of subordinates 	<ul style="list-style-type: none"> • Extensive knowledge of ERM frameworks and working principles • Strategic planning skills that involves setting up ERM • Ability to influence other people • Driving force and enthusiasm • Have passion for working with people and be able to work under pressure 	
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COMMUNITY SERVICES: PUBLIC SAFETY

2. SUPERINTENDENT: TRAFFIC

**SALARY SCALE: - R345 375.00 – R448 326.00
(TASK GRADE 13)**

KEY PERFORMANCE AREAS	REQUIREMENTS	EXPERIENCE
<ul style="list-style-type: none"> • Operationally manage traffic law enforcement • Assis t with planning of duties • Co-ordinate and control shift for traffic officers, control room and back office. • Maintain standards of the Traffic Services by adhering to all legislative requirements and by-laws. • Manage road safety and projects. • Specific administration and reporting requirements associated with law enforcement. 	<ul style="list-style-type: none"> • Grade 12/Matric • Basic traffic officer diploma • Registered with DORT as Traffic Officer • Unendorsed Code B driving licence • Knowledge of Road Traffic Legislation and other relevant legislation essential • No criminal record 	<ul style="list-style-type: none"> • Minimum of 4 years' experience in a supervisory position

CLOSING DATE: - FRIDAY, 12 APRIL 2019 at 12:00

The Enoch Mgijima Local Municipality is an equal opportunity employer. People from designated groups are encouraged to apply.

Any person who endeavours to canvass either a Councillor or an Official for this position will immediately be disqualified.

A comprehensive Curriculum Vitae with a covering letter and certified copies of qualifications, ID & Driver's License. Your covering letter should indicate the post applied for must be submitted to the Human Resources Department, Private Bag X7111, Queenstown, 5320 or 70 Cathcart Road, Town Hall Building, Queenstown.

OR

57 John Vorster Drive Sterkstroom

OR

Human Resource Department at 39 Smith Street, Molteno, 5500.

OR

Human Resource Department at NO 12A Murray Street, Tarkastad, 5370.

Normal fringe benefits will be applicable.

Please note: If no response is received within a month after the closing date of this advert, your application must be regarded as unsuccessful.

Any persons who do not understand the content of this advert are invited to contact Mr M. Ngxobongwana at the Corporate Services office on 045 - 8072608 or 70 Cathcart Road, Komani during office hours.

Umntu ongayiqondiyo lengxelo uyacelwa aqhakamshelane no Mnu M. Ngxobongwana kwi-ofisi ye-Corporate Services kule nombolo 045 - 8072608 kwanombolo 70 Cathcart Road, Komani ngamaxsha omsebenzi 08:00 ukuya kwicala lentsimbi yesine.

Esi saziso singafumaneka ngolwimi lwesiXhosa kwi-ofisi ka Sosiba we-Dolophu; kwisakhiwo seHolo yeDolophu, kwi- Cathcart Road kuKomani.

S. NOMANDELA
ACTING MUNICIPAL MANAGER

TOWN HALL
CATHCART ROAD
KOMANI

