

**NOTICE NO. HRM 07/05/2019**

**RE-ADVERTISEMENT**

**STAFF VACANCY**

**OFFICE OF THE MUNICIPAL MANAGER**

**1. RISK MANAGER**

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

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

<ul style="list-style-type: none"> <li>Continuously transferring risk management principles and practices, through training interventions to all stakeholders within the institution.</li> <li>Monitor risks that materialize against the approved Risk appetite</li> <li>Mentoring/ coaching of subordinates</li> </ul>	<ul style="list-style-type: none"> <li>Extensive knowledge of ERM frameworks and working principles</li> <li>Strategic planning skills that involves setting up ERM</li> <li>Ability to influence other people</li> <li>Driving force and enthusiasm</li> <li>Have passion for working with people and be able to work under pressure</li> </ul>	
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**NB: THOSE APPLICANTS THAT PREVIOUSLY APPLIED FOR THE ABOVE-MENTIONED POST NEED TO RE-APPLY AS THE SAID APPLICATIONS WILL BE DEEMED INVALID AND WILL NOT BE CONSIDERED.**

**COMMUNITY SERVICES: PUBLIC SAFETY**

**2. CHIEF LICENSING OFFICER**

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

<b>KEY PERFORMANCE AREAS</b>	<b>REQUIREMENTS</b>	<b>EXPERIENCE</b>
<ul style="list-style-type: none"> <li>Management and coordination of DLTC, RA and VTS operations</li> <li>Plan and facilitate licensing operations</li> <li>To ensure compliance at all centers of Enoch Mgijima Local Municipality</li> <li>Be responsible for all the supervisors of DLTC, VTS and RA at the Municipality</li> <li>Be responsible for the Monthly, Quarterly and Annual reports for the Municipality and DoT</li> <li>Develop and institute an effective reporting system in the section to aid council in the management of the council</li> </ul>	<ul style="list-style-type: none"> <li>National Senior Certificate</li> <li>Diploma in Driving License Grade A</li> <li>Diploma in Vehicle Testing Grade A</li> <li>Diploma as a Traffic Officer</li> <li>Registration certificates as EDL, EOv and TO</li> <li>Driving license code EC and A</li> <li>At least 3 years as eNatis supervisor</li> <li>No criminal record</li> </ul>	<ul style="list-style-type: none"> <li>At least 3 years as a Management Representative</li> <li>At least 3 years as eNatis supervisor</li> <li>At least 3 years as senior Traffic Officer</li> <li>Knowledge of the National Road Traffic Act 93/1996 and its regulations, South African National Standards</li> </ul>

<ul style="list-style-type: none"> <li>• Ensure that the Service Level Agreements and Minimum Service Delivery Standard are implemented and complied with</li> <li>• Be able to work under pressure</li> <li>• Ensure that the National Road Traffic Act 93/1996 is implemented</li> <li>• Ensure maximum compliance with all South African National Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent management and leadership skills</li> <li>• Knowledge of Legislative Frameworks impacting both Local government and Transport</li> <li>• Conflict management skills</li> <li>• High level of responsibility</li> <li>• Good human relations, communication skills</li> <li>• Good interpersonal skills</li> </ul>	
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**TECHNICAL SERVICES: HUMAN SETTLEMENT AND LAND DEVELOPMENT**

**3. HOUSING ADMIN OFFICERS X2  
(1 WHITTLESEA AND 1 KOMANI)**

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

<b>KEY PERFORMANCE AREAS</b>	<b>REQUIREMENTS</b>	<b>EXPERIENCE</b>
<ul style="list-style-type: none"> <li>• Monitor process of allocation of tenants and control the relationship</li> <li>• Monitor the inspection of properties on a monthly basis</li> <li>• Manage the process of housing maintenance and repairs</li> <li>• Handle breaches of the tenancy and leasehold agreements which could culminate in carrying out evictions</li> <li>• Handle all reported disasters and report to the district</li> <li>• Evaluate the efficiency of housing programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Grade 12/Matric</li> <li>• Degree/Diploma in Public Management</li> <li>• Extensive experience in housing processes</li> <li>• Sound knowledge of relevant legislation pertaining to housing programmes</li> <li>• Familiar with housing tribunal processes</li> <li>• Communication skills</li> <li>• Knowledge in housing subsidy systems</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Municipal housing programmes</li> <li>• Ability to work with clients, conveyancers and public</li> </ul>

<ul style="list-style-type: none"> <li>• Build a relationship with the community</li> <li>• Responsible for housing queries and reports to housing tribunal</li> <li>• Manage and respond to client queries</li> <li>• Manage all estates services</li> <li>• Monthly reports on housing projects</li> <li>• Manage the allocation on new houses</li> <li>• Manage and monitor collection, capturing of National Housing needs</li> </ul>		
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#### **4. LAND DEVELOPMENT OFFICER(LDO)**

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

<b>KEY PERFORMANCE AREAS</b>	<b>REQUIREMENTS</b>	<b>EXPERIENCE</b>
<ul style="list-style-type: none"> <li>• Implement and apply SPLUMA Legislation</li> <li>• Prepare reports to the MPT and the AO</li> <li>• Land administration functions</li> <li>• Prepare and administer MPT meetings</li> <li>• Professional report writing</li> <li>• Ensure MPT operational effectiveness</li> <li>• Resourcing of operational equipment</li> <li>• Process land development application</li> <li>• Ensure legislative and policy compliance</li> <li>• Enforce SPLUMA by-law and policy</li> <li>• Respond to applicant enquiries</li> </ul>	<ul style="list-style-type: none"> <li>• Degree/Diploma in Law/Public Administration or Built Environment such as Town and Regional Planning at NQF Level 6</li> <li>• Strong knowledge of the Spatial Planning and Land Use Management Act of 2013 and its regulations</li> <li>• Knowledge of Local Government and/or public sector legislation policy regulations, standards and procedures including Municipal Systems Act and PAJA</li> <li>• Strong Administration skills</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of 3-5 years proven Land Administration and Land Use Management post-graduate experience</li> </ul>

<ul style="list-style-type: none"> <li>• Record keeping</li> <li>• Ensure archive administration</li> <li>• Interface with the applicant and public</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work under pressure and adhere to strict administrative deadlines</li> <li>• Exemplary record keeping skills</li> <li>• Excellent computer skills in MS package and presentations</li> <li>• Daily liaison with development applicants requiring excellent communication skills</li> <li>• Strategic thinking, planning, prioritizing and problem-solving skills are essential</li> </ul>	
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**CLOSING DATE: - FRIDAY, 14 JUNE 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 aqhakamshelelane no Mnu M. Ngxobongwana kwi-ofisi ye-Corporate Services kule nombolo 045 - 8072608 kwanombolo 70 Cathcart Road, Komani ngamaxesha 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.*

**G. MASHIYI**  
**ACTING MUNICIPAL MANAGER**

**TOWN HALL**  
**CATHCART ROAD**  
**KOMANI**