



CHRIS HANI
DISTRICT MUNICIPALITY
SUSTAINING GROWTH
THROUGH OUR PEOPLE

VACANCIES

Applications are invited from suitably qualified persons for the below-mentioned post. Chris Hani District Municipality subscribes to the principles of employment equity as espoused in the relevant legislation.

ICT MANAGER

Task Grade 15: Salary Scale: R487, 758.00 – R633 151.00 per annum plus benefits]

Total remuneration package – R 843, 126.21 per annum subject to certain conditions

Requirements:

- Matric
- A Bachelor of Science in Computer Science or National Diploma in Information Technology or any relevant qualification at NQF 6.
- At least 5 - 7 years at Information Communications Technology experience of which three (3) year must be at supervisory or management level.
- Valid Driver's License

Key Responsibilities (include but are not limited to):

- Keeping abreast with technological developments in the information technology and communications environment with specific emphasis on improving performance of ICT Systems, applications and tools.
- Developing a Master systems Plan linked to the IDP.
- Analyzing and aligning system requirements with operating capacity and capability.
- Presenting a conceptual framework of current and future systems interventions.
- Evaluating and reviewing risk related policies associated with access levels, confidentiality and disaster recovery.

- Aligning current system procedures to satisfy legislative requirements with respect to acquisition processes, software development and computer and peripheral devices asset control.
- Interpreting and analyzing audit findings and investigational reports with a view to determining levels of interventions required to improve procedural applications.
- Facilitation of ICT Audit Performance, including the development of action plans emanating from the audits for implementation.

SENIOR INTERNAL AUDITOR

Task Grade 13: Salary Scale: R375, 764.00 – R 487, 758.00 per annum plus benefits

Minimum Requirements:

- Matric
- Bachelor of Accounting Science in Internal Auditing/ National Diploma: Internal Auditing or relevant qualification majoring with Auditing at NQF Level 6.
- At least 4 years relevant experience in auditing
- Valid Registration with the relevant professional body.
- Proof of Computer Literacy
- Valid Driver's License

Key Responsibilities (include but are not limited to):

- Coordinates and supervise auditing assignments conducted, to evaluate adequacy and effectiveness of risk management, control and governance processes.
- Research, study and analyze legislation, policies and procedures, previous audit working papers, audit reports and collect information to draft Audit Planning Memorandum detailing the scope, audit objectives and timing of the audit engagement needed to conduct the audit.
- Review system description, walkthrough tests and flow chart to ensure that all the focus areas of the audit are covered and issue coaching notes to internal auditors.
- Review risk and control matrix to ensure that risks associated with objectives of the operations/audit are identified and evaluated in terms of likelihood and impact and controls designed to mitigate the identified risks by management are adequate.
- Review audit procedures to ensure that they are technically correct and no process has been left out.
- Reviewing working papers compiled during audits, determining accuracy, completeness and compliance in terms of internal audit standards.
- Reviewing financial statements to provide credibility to the financial affairs of the Municipality through analyzing financial statements to ascertain compliance with relevant legislative prescripts and standards encompassed in the Municipal Finance Management Act (MFMA).

- Review audit file by ensuring that all required documents are on file and audit evidence is cross referenced to the relevant findings of the report.
- Communicating the findings and recommendations of the draft audit report verbally with the auditee to reach consensus and clarity.
- Monitor and reviewing follow-up audit working papers prepared by subordinates.
- Supervise and control the key performance indicators and outcomes of internal audit personnel.

INTERNAL AUDITOR

Task Grade 11: Salary Scale: R282 692.00 – R366 949.00 per annum plus benefits

Minimum Requirements:

- Matric
- Bachelor of Accounting Science in Internal Auditing/ National Diploma: Internal Auditing or relevant qualification majoring with Auditing at NQF Level 6.
- At least 3 years relevant experience in auditing
- Valid Registration with the relevant professional body.
- Valid Drivers' Licence.
- Proof of Computer Literacy

Key Responsibilities (include but are not limited to):

- Conducts assurance and consulting services through evaluating adequacy and effectiveness of governance, risk management and control processes.
- Preparing internal control questionnaire, conducting interviews with the auditee.
- Documenting system description, walkthrough tests and flow chart. Confirming system description with the auditee.
- Developing risk and control matrix to identify and evaluate risks associated with objectives of the operations in terms of likelihood and impact and controls designed to mitigate the identified risks by management
- Co-ordinate tests, interviews and other interventions as required.
- Implement auditing and reporting operational function.
- Determining critical risk areas and audit criteria from the preliminary survey and the level of tests to be performed prior to preparing an audit programme.
- Conducting preliminary investigations, including identifying activities within the Auditee's environment, internal control and accounting/ financial system analysis, inherent and control risks associated with the audit.

- Conduct cyclical audits/annual audits/follow up audits and ad hoc audits.
- Reviewing financial statements to provide credibility to the financial affairs of the Municipality through analyzing financial statements to ascertain compliance with relevant legislative prescripts and standards encompassed in the Municipal Finance Management Act (MFMA).

OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER

Task Grade 11: Salary Scale: R282, 692.00 – R366 949.00 per annum plus benefits]

Requirements:

- Matric
- National Diploma/ B degree in Safety Management or Occupational Health & Safety or relevant qualification majoring with occupational health & safety at NQF level 6.
- At least 3 years relevant experience in occupational health and safety.
- Certificate in Occupational Health and Safety management (SAMTRAC) will be an added advantage
- Proof of Computer Literacy
- Valid Driver's License

Key Responsibilities (include but are not limited to):

- Implement Occupational Health and Safety operational plans, programs and standards for implementation.
- Inspecting work sites, identify potential hazards and conducting observations of work sequences and determine corrective measures and compiling reports thereof with recommendations.
- Investigate workplace accidents and incidents, provide direction on courses of actions for execution and compile required reports with recommendations as per legislations and regulations.
- Coordinate cases of Injuries on duties and exposure of employees to Occupational diseases/illness and comply with all statutory requirements including compiling reports with recommendations
- Analysing and reviewing reports of injuries, property damage, occupational diseases and public liability incidents.
- Co-ordinating emergency planning and evacuation of Municipal Buildings and work areas.
- Disseminates information on outcomes, current developments, problems and constraints and provide educational material on workplace safety.
- Coordinate and facilitate implementation of medical assessments and vaccination programmes

Fringe Benefits: Medical Aid Scheme, Housing Subsidy, Pension Scheme, Group Life, 13th Cheque, car scheme [where applicable].

Enquiries may be directed to Mr. T. Feni or the Recruitment and Selection Office at 045 808 4669/34.

PLEASE NOTE:

1. Preference will be given to suitably qualified persons in line with the employment equity act and approved employment equity plan of the district municipality.
2. It is compulsory to submit your application letter accompanied by a comprehensive CV, certified copies of your qualifications, certified identity document and certified copy of your valid driver's license when required.
3. No faxed CV's or e-mail applications will be accepted. It will be expected of candidates to be available for selection interviews on a date and time as determined by the Municipality. If the candidate / applicant is found canvassing any of the panelists he / she automatically disqualify him/herself.
4. Appointment will be subjected to compulsory pre-employment screening in the form of determining the validity of qualifications, current and previous employment reference check, criminal checks and competency assessment.
5. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted after 30 days from the closing date of the advertisement, please consider your application unsuccessful.
6. Closing date of the advertisement is the **07 February 2020**

"The Municipality reserves a right not to appoint"

Applications must be forwarded to:

The Chris Hani District Municipality, Human Resources Section,
Private Bag X 7121, Queenstown, 5320 or hand deliver to 15 Bells Road,
Queenstown

**DR. B. J. MTHEMBU
ACTING MUNICIPAL MANAGER**