



Suitably qualified persons are invited to apply for appointment in the following positions

## 1. OFFICE OF THE CITY MANAGER RISK MANAGEMENT SERVICES CHIEF RISK OFFICER

### Qualifications:

A Degree in Commerce and/or Accounting, Auditing and Risk Management.

### Experience:

- A minimum of three (3) years risk management experience including the ability to identify new risks facing the institution with significant management responsibilities.
- Experience in strategic and business planning.
- Experience in tools and techniques for the evaluation and presentation and maintenance of strategic and operational risks workshops and interviews.
- Sound knowledge, understanding and interpretation of Municipal Finance Management Act MFMA of 2003 as amended, other applicable legislation and formulation and interpretation of internal municipality's policies and procedures.

### Core description:

The successful candidate will be responsible for the following functions:

- Manage and organise the administration of the Risk Management Unit.
- Manage the personnel of the Unit to ensure the development and maintenance of sufficient knowledge, skill, experience, and professional certification.
- Conduct research to ensure that the staff is kept up with modern trends in the possession.
- Promote and market the Risk Management Unit, creating awareness of the risk management service provide.
- Prepare and monitor and control the annual budget, including the capital budget of the Risk Management Unit
- Control and manage assets and inventory under the management of the Risk Management Unit.
- Ensuring compliance with the Municipal Finance Management Act (MFMA) and other applicable legislation.
- Working with senior management to develop the municipality's vision for vision management.
- Communicating the municipality's risk management framework to all stakeholders in the municipality and monitoring implementation.
- Continuously driving risk management with risk identification, assessment and development of response strategies.
- Report risk intelligence to the Accounting Officer/Authority, management and the Risk Management Committee.
- Provide monthly and quarterly report to the Deputy Executive Director detailing the unit's performance against the plan to allow effective monitoring and possible intervention by the Deputy Executive Director.

### Additional Requirements:

- Ability to think strategically in order to monitor and support Line Management on matters of significance to the municipality as a whole.
- Excellent verbal, written and facilitation skills along with well developed presentation skills.
- Ability to organize and motivate other, some of whom may be in more senior positions, this includes ability to chair and run meetings.
- Ability to effectively interpret and aggregate significant amounts of data and information and distil to key points in order to assist Senior Management to fully appreciate their risks.
- Ability to evaluate internal controls and to identify possible weaknesses and to propose corrective steps.
- Knowledge of corporate governance requirements, internal audit and assurance practices.
- Good understanding/knowledge of governance practices, internal control system and ability to monitor risk management activities/programmes (and implementation thereof).
- Good computer skills and ability to use risk management software.

- Strong managerial skills to effectively run a risk management unit.
- Results/output/deadline driven, leadership skills, team orientated, change orientation, decision maker, assertive and self confident, professional of confident, independent and objective, negotiation and interview techniques, good interpersonal skills, good communicator, integrity.

**SALARY GRADE:** 003 (Total Cost to Employer)

## 2. ENGINEERING SERVICES

### WATER AND SANITATION SUB-DIRECTORATE

#### PLANT OPERATOR (2 POSTS)

(SELOSESHA SEWERAGE PURIFICATION WORKS)

**Qualifications:**

Grade 10.

**Experience:**

Appropriate experience will serve as recommendation.

**Core description:**

The successful candidate will be responsible for the following functions:

- Operate and clean inlet works and removing of grid and rags.
- Assist technical personnel when needed.
- Draw sludge off and pump to primary digester and to beds. Pump digested sludge to drying beds.
- Perform any other related duties as instructed by Supervisor.

**Additional Requirements:**

- Bilingualism
- The successful applicants should preferably reside in Thaba Nchu or Botshabelo

**SALARY GRADE:** 016

## 3. SOCIAL SERVICES

### TRAFFIC AND LAW ENFORCEMENT

#### DATA TYPIST (TEMP – 6 MONTHS) (5 POSTS)

**Qualifications:**

Grade 12.

**Experience:**

Appropriate experience as a Data Capturer will serve as recommendation.

**Core description:**

The successful candidate will be responsible for the following functions:

- Capturing of Section 341 and Section 56 notices.
- Capturing of time sheets of traffic officers to create a data base to measure the productivity of traffic officers per month.
- Capturing, sorting and filing of all accident reports

**Additional Requirements:**

- Computer literacy with regard to a Windows Base program.

**SALARY GRADE:** 012/011

The closing date in respect of these positions will be **17 February 2012**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's and certified copies of their certificates directly to the address indicated below. The relevant telephone number can be contacted for more information.

Please note that if you do not receive any correspondence from this organisation regarding your application within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

**GM: Human Resource Management**

**P.O. Box 3704**

**BLOEMFONTEIN**

**9300**

**Telephonic Enquiries : 051 – 405 8517 OR e-mail: [employ@mangaung.co.za](mailto:employ@mangaung.co.za)**

**We thank all applicants for their interest**

