



**City on the move**

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

- 1. OFFICE OF THE CITY MANAGER
  - 1.1 SENIOR INTERNAL AUDITOR

**QUALIFICATIONS:**

A Degree in Accounting or Auditing as major subjects or National Diploma / B Tech in Internal Auditing; CIA qualification or studying towards it; and Registered member with the Institution of Internal Auditors will be an added advantage.

**EXPERIENCE:**

A minimum of three (3) years auditing experience of which two (2) should be at supervisory/manager level; In-depth knowledge and understanding of Financial Accounting, Internal Audit Standards and techniques required to perform audits; and Sound knowledge, understanding and application of Municipal Financial Management Act (MFMA) of 2003 as amended, other applicable Local Government legislation and formulation and interpretation of internal institution policies and procedures.

**CORE DESCRIPTION:** The successful candidate will be responsible for the following functions:

Provide direction, general supervision and management of subordinates; Review work performed by subordinates; Plan audit assignments and establish audit objectives and scope of work for each assigned audit work; Prepare or review the audit reports for review by the Audit Manager; Determining which audit procedures to be used, including statistical sampling and the use of electronic data processing equipment; Execute internal audits regarding the regularity, financial, compliance, internal control and advisory services; Conduct performance audit; Prepare formal written reports as requested; Prepare working papers including the cross-referencing of audit findings; Prepare summary of findings and make appropriate audit findings with adequate recommendations and conclusions.; Compile a draft audit report based on summary of findings, for review by the Senior Internal Auditor; and Performance of special assignments at the request of management and or Audit Committee.

**ADDITIONAL REQUIREMENTS:**

Preference will be given to applicants with proven analytical, lateral and innovative thinking, problem solving, good communication, leadership, team management and report writing skills; and Computer Literacy skills.

**SALARY GRADE: 008**

- 2. FINANCE
  - SUPPLY CHAIN MANAGEMENT SUB-DIRECTORATE
    - 2.1 SENIOR SUPPLY CHAIN MANAGEMENT OFFICER (CONTRACT MANAGEMENT)

**Qualifications:**

B.Comm or degree in purchasing/Diploma in Purchasing

**Experience:**

Four (4) years appropriate experience as well as supervisory experience.

**Core description:**

The successful candidate will be responsible for the following:  
To manage the Contract Management Section; To ensure the administration of specifications and tenders are conducted efficiently; and To ensure efficient administration of contracts

**Additional Requirements:**

Computer literacy, Focus on legal ethics, Planning and organizing skills, Verbal and written communication skills, Code EB drivers licence

**SALARY GRADE: 005**

## 2.2 SENIOR SUPPLY CHAIN MANAGEMENT OFFICER (PERFORMANCE MANAGEMENT)

### Qualifications:

B.Comm or degree in purchasing/Diploma in Purchasing

### Experience:

Four (4) years appropriate experience as well as supervisory experience.

### Core description:

The successful candidate will be responsible for the following:

To manage the Performance and Compliance Section; To liaise with Legal Services for drawing the Performance Contract for awarded bids to monitor the performance of suppliers; To conduct awareness campaigns on Supply Chain Management; and To assume advisory responsibility to Bid Committees evaluating and adjudicating formal quotations

### Additional Requirements:

Computer literacy, Focus on legal ethics, Planning and organizing skills, Verbal and written communication skills, Code EB drivers licence

**SALARY GRADE: 005**

## 3. INFRASTRUCTURAL SERVICES ROADS AND STORMWATER 3.1 CHIEF TECHNICIAN (CONSTRUCTION MAINTENANCE)

### Qualifications:

B.Sc Civil Engineering or B.Tech Civil Engineering.

### Experience:

Considerable experience in Civil Engineering.

### Core description:

The successful candidate will be responsible for the following:

Assist with the task of planning with respect to roads and storm water infrastructure maintenance as well as implementation of special projects. Identify storm water drainage and road maintenance problems/needs and assist in developing solutions. Ensure orderly and timorously initiation of tasks approved on budget. Inspect completed tasks/projects on behalf of the Sub Directorate. Ensure financial control of the maintenance division. Assist with procurement process. Compile maintenance reports. Offer supervision, support and technical advice to superintendents relating to roads and storm water maintenance.

**SALARY GRADE: 005**

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The closing date in respect of all positions will be **30 July 2010**. 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@civic.mangaung.co.za](mailto:employ@civic.mangaung.co.za)

**We thank all applicants for their interest**