



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

## **1. OFFICE OF THE CITY MANAGER**

### **1.2 INTERNAL AUDITOR (THREE (3) POSTS)**

**REQUIREMENTS:** \* A Degree in Accounting or Auditing as major subjects or National Diploma / B Tech in Internal Auditing \* Registered with the Institution of Internal Auditors as a member \*

**EXPERIENCE:** \* A minimum of two (2) years Auditing experience \* In-depth knowledge and understanding of Financial Accounting, Internal Audit Standards and techniques required to perform audits \* 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:** \* Plan audit assignments and establish audit objectives and scope of work for each assigned audit work \* 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 working paper including the cross-referencing of audit findings \* Prepare summary of findings and make appropriate audit findings with adequate recommendations and conclusions \* Follow up formal reports, to ensure that action agreed to by organizational management and conclusions \* 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 \* Computer Literacy skills.

**SALARY GRADE:** 009

## **2. ECONOMIC DEVELOPMENT & PLANNING**

### **2.1 MULTI -SKILL ARTISAN**

**REQUIREMENTS:** \* N3 and Completed Apprentice in at least one of the Building Trades \* Code EB drivers license \*

**EXPERIENCE:** \* At least five (5) years experience in the Building Maintenance Environment and proven sound knowledge of the housing policy frame work\*

**CORE DESCRIPTION:** \* To ensure quality control of work done at various housing schemes \* The ability to read sketches \* The ability to solve Tech Problems \* The installation of Geysers, Sanitary ware and any other Plumbing related items \* Faulty findings in Geysers \* Laying of Sewer pipe and fitting \* Perform any other related duties as required by supervisors \*

**SALARY GRADE:** 010/009//008/9

## **3. CORPORATE SERVICES**

### **3.1 CLERK GR II**

**REQUIREMENTS:** \* Grade 12 \*

**EXPERIENCE:** \* Two (2) year experience in a Clerical/Administrative environment \*

**CORE DESCRIPTION:** \* Administration of leave such as annual, special, family responsibility, Maternity and Military leave \* Administration of sick leave \* Referring incomplete/incorrect leave forms back to Directorates for correction \* Doing follow-up actions on leave forms returned to Directorates \* Participate in the administration of the salary adjustment \* Attend to personal or telephone enquiries regarding confirmation of employment or leave balances \*

**ADDITIONAL REQUIREMENTS:** \* Computer literacy \* Communication skills \* Sense of accuracy \* Good Human Relations \*

**SALARY GRADE:** 013/011

## **4. COMMUNITY & SOCIAL DEVELOPMENT**

### **4.1 FIRE FIGHTER (FOUR (4) POSTS)**

**REQUIREMENTS:** \* Grade 12, Code EC1 drivers license and a professional driving permit. Preference will be given to candidates registered with the Health Professions Council of South Africa and also in possession of IFSAC \*

**EXPERIENCE:** \* Appropriate experience will serve as a recommendation \*

**CORE DESCRIPTION:** \* The successful candidate will be expected to perform the responsibilities and functions that relate to fire fighting within the sub-directorate Emergency Management Services \*

**SALARY GRADE:** 012//009

### **4.2 ENVIRONMENTAL HEALTH OFFICER TWO(2) POSTS**

**REQUIREMENTS:** \* National Diploma in Public Health or B. Tech Degree Environmental Health. Registered with the Health Professions Council of South Africa. Contain necessary knowledge for the application of all relevant Health Legislation and the Business Act (Act No 71 of 1991) \*

**EXPERIENCE:** \* Completion of one (1) year Community Service will serve as a recommendation \*

**CORE DESCRIPTION:** \* To skillfully and effectively perform on operation field-level in a particular allocated area of Mangaung Local Municipality and/or in general those pro-active and reactive professional functions necessary for the protection of the public's health from an environmental and consumer perspective in answer to the municipality's constitutional and other statutory obligation \*

**ADDITIONAL REQUIREMENTS:** \* Communication skills \* Computer literacy skills \* A valid code EB driving license

**SALARY GRADE:** 009/007

### **4.3 HORTICULTURIST//SNR (THREE (3) POSTS)**

**REQUIREMENTS:** \* National Diploma in Horticulture/ Parks and Recreation Management. Code EB drivers license

**EXPERIENCE:** \* Experience in horticulture within local government environment will serve as a recommendation \*

**CORE DESCRIPTION:** \* To effectively manage the horticulture function in the relevant sub-section in order to provide green, clean, well maintained sport fields and safe open spaces for Mangaung residents \* Execute all administrative duties delegated to him/ her to ensure effective management of the sub-section. Responsible for the safe keeping of tools and equipment \*

**SALARY GRADE:** 008//007

The closing date in respect of all positions will be **28 November 2008**. 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**