



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

1. OFFICE OF THE CITY MANAGER RISK MANAGEMENT DIVISION 1.1 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: 004

1.2 RISK MANAGEMENT SPECIALIST (TWO (2) POSTS)

QUALIFICATIONS: * A degree in Accounting or Auditing as major subjects or B Tech Degree or National Diploma Qualification Internal Auditing and/or in Risk Management *

EXPERIENCE:

- A minimum of one (1) year in risk management.
- 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:

- Under the direction and guidance of the Chief Risk Officer, facilitates the process of identifying and evaluating significant exposures to risk and contribute to the improvement of risk management and control systems within MLM.
- Review the risk management plan/strategy of MLM for adequacy and effectiveness.
- Evaluate effectiveness of Municipality's risk management systems and make recommendations for improvement.
- Communicate risk management findings in the form of reports to Management and the Risk Management Committee.
- Monitor the implementation of the municipality's Risk Management Plan.
- Communicate risk management findings in the form of reports to Management and the Audit Committee.
- Communicate the results of investigations to the Chief Risk Officer.
- Provide quarterly reports to the manager detailing performance against the audit plan allow effective monitoring and possible intervention by the Chief Risk Officer.

ADDITIONAL REQUIREMENTS:

- Ability to perform individually and in a team.
- Ability to evaluate internal controls and to identify possible weaknesses and to propose corrective steps.
- Proven analytical, lateral and innovate thinking, problem solving, good communication skills, leadership skills, team management and report writing skills, negotiation and interview techniques, independent and objective, integrity.
- Computer literacy.

SALARY GRADE: 007

INTERNAL AUDIT SUB-DIRECTORATE 1.3 PROJECT AUDITORS (TWO (2) POSTS)

QUALIFICATIONS:

- A B-degree in Engineering Science or in Engineering Science and Technology.
- Registration with professional Engineering Technologist with Engineering Council of South Africa.

EXPERIENCE: * A minimum of three (3) years after obtaining formal engineering qualification in the engineering science field *

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

- Analyse survey reports, maps, drawings. Blueprints, aerial photography, and other topographical or geological data to evaluate projects.
- Evaluate design specifications.
- Inspect projects sites to monitor progress and verify conformance to design specifications and safety or sanitation standards.
- Evaluate to estimate quantities and cost of materials, equipment, or labour of approved projects.
- Evaluate public reports, such as bid proposals, deeds, environmental impact statements and property and right-of-way descriptions.
- Verify test soils test and materials to determine the adequacy and strength of foundations, concrete, asphalt or steel and stress factors.
- Evaluate the progress of the project against the reported performance information.
- Communicate management findings in the form of reports to Management and the Audit Committee.
- Communicate the results of audit investigations to the Manager.
- Provide quarterly reports to the manager detailing performance against the audit plan allow effective monitoring and possible intervention by the Manager.

ADDITIONAL REQUIREMENTS:

- A B-driver's license.
- Attention to detail.
- Proven analytical, lateral and innovate thinking, problem solving, good communication skills, leadership skills, team management and report writing skills, negotiation and interview techniques, independent and objective, integrity.
- Computer literacy.

SALARY GRADE: 005

1.4 INFORMATION TECHNOLOGY (IT) AUDITOR

QUALIFICATIONS: * A Bachelor's Degree in Computer Science, Management Information Systems, or a Degree in Accounting, Auditing or Information Technology/Systems as major subjects *

EXPERIENCE:

- A minimum of three (3) years auditing field with at least one (1) experience in information systems auditing or related field (e.g. information systems programmer or analyst).
- In-depth knowledge and understanding of Information Technology/Systems, 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: The successful candidate will be responsible for the following functions:

- Independently perform technical reviews of information systems, applications, database, and internet/network information security controls.
- Establish objectives and procedures for audit reviews of computer systems.
- Develop programs to obtain required data.
- Perform fieldwork in audits of information systems and related processes.
- Monitor compliance with the municipal's information system and security policies, procedures and processes.
- Review controls over workstations (personal computer), Local Area Networks (LANs) databases administration, technical support, systems development, etc.
- Assess dependability and reliability of information systems and associated data.
- Present written findings and recommendations to management and the Audit Committee.
- Provide in-house IT support to the entire sub-directorate including the development of computer-assisted audit techniques.
- Communicate the results to the audit investigations to the manager.
- Provide quarterly reports to the manager detailing performance against the audit plan to allow effective monitoring and possible intervention by the Manager Specialises Audit Services.

ADDITIONAL REQUIREMENTS:

- Ability to perform individually and in a team.
- Ability to evaluate internal controls and to identify possible weaknesses and to propose corrective steps.
- Proven analytical, lateral and innovate thinking, problem solving, good communication skills, leadership skills, team management and report writing skills, negotiation and interview techniques, independent and objective, integrity.
- Computer literacy.

SALARY GRADE: 006

The closing date in respect of all positions will be **11 February 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

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We thank all applicants for their interest