



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

1. COMMUNITY & SOCIAL DEVELOPMENT ENVIRONMENTAL MANAGEMENT SERVICES 1.1 ENVIRONMENTAL HEALTH OFFICER

QUALIFICATIONS:

- B Tech Degree or National Diploma Qualification in Environmental Health.
- Registration with the Health Professional Council of SA (HPCSA).

EXPERIENCE:

- Completion of one (1) year Environmental Health Community Service will serve as a recommendation.
- Must have the necessary knowledge for the application of all relevant Health Legislation and the Business Act (No 71 of 1991).

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

- To perform all necessary pro-active and re-active Environmental Health operational functions in a specific geographical ward (area) of the MLM.

ADDITIONAL REQUIREMENTS:

- Must have a valid Code EB (08) Driver's license.
- Adequately skilled in the efficient application of at least Windows, MS-Word, Excel, Access.
- Good Communication skills (verbal/written/IT)

SALARY GRADE: 009/008/007

1.2 POLLUTION CONTROL OFFICER

QUALIFICATIONS:

- Tertiary Qualification in the field of Environmental Management or Environmental Health Services or Law Enforcement.

EXPERIENCE:

- Must have the necessary knowledge for the application of the National Environmental Management Act (NEMA) (No 107 of 1998), National Health Act (No 61 of 2003), other Specific Environmental Management Acts (SEMAs) and Criminal Procedures Act (No 51 of 1977).

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

- To perform all necessary pro-active and re-active Environmental Pollution Control operational functions in a specific geographical ward (area) of the MLM.
- To lead court cases relating to transgressions in respect to relevant pollution control legislation.

ADDITIONAL REQUIREMENTS:

- Must have a valid Code EB (08) Driver's license.
- Adequately skilled in the efficient application of at least Windows, MS-Word, Excel.
- Completed Peace Officers Course in accordance with the Criminal Procedures Act (No.51 of 1977).
- Good Communication skills (verbal/written/IT)

SALARY GRADE: 009/008/007

2. ECONOMIC DEVELOPMENT & PLANNING PROPERTIES AND FACILITIES MANAGEMENT SUB-DIRECTORATE 2.1 GENERAL WORKER (FIVE (5) POSTS)(MANGAUNG)

QUALIFICATIONS: * Grade 6 and acceptable state of health and language proficiency in at least two official languages of MLM *

EXPERIENCE: * Appropriate hard labour experience will serve as a recommendation *

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

- Cleaning of the Municipal halls.
- Putting out of chairs and tables.
- General up keeping of Mangaung Local Municipalities.

SALARY GRADE: 018/017

2.2 GENERAL WORKER (STADIUM)

QUALIFICATIONS: * Grade 6 and acceptable state of health and language proficiency in at least two official languages of MLM *

EXPERIENCE: * Appropriate hard labour experience will serve as a recommendation *

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

- Cleaning of the swimming pools.

SALARY GRADE: 018/017

2.3 GENERAL WORKER (THREE (3) POSTS)(BOTSHABELO)

QUALIFICATIONS: * Grade 6 and acceptable state of health and language proficiency in at least two official languages of MLM *

EXPERIENCE: * Appropriate hard labour experience will serve as a recommendation *

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

- Maintenance of evergreen grass.
- General up keeping of sports fields.

SALARY GRADE: 018/017

2.4 LIFESAVERS (PART-TIME)(THREE (3) POSTS)

QUALIFICATIONS: * Grade 6 and acceptable state of health and language proficiency in at least two official languages of MLM *

EXPERIENCE: * Water life saving skill *

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

- Life saving.

SALARY GRADE: R48.75 per hour.

2.5 CARETAKER (PART-TIME)(TWO (2) POSTS)

QUALIFICATIONS: * Grade 6 and acceptable state of health and language proficiency in at least two official languages of MLM *

EXPERIENCE: * Appropriate experience will serve as a recommendation *

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

- Keeping up of halls after hours and weekends.
- Closing and opening of halls for functions.

SALARY GRADE: R32.45 per hour.

3. OFFICE OF THE CITY MANAGER

INTERNAL AUDIT SUB-DIRECTORATE

3.1 INTERNAL AUDITOR

QUALIFICATIONS:

- A Degree in Accounting or Auditing as major subjects or National Diploma / B Tech in Internal Auditing.
- Registration with the Institution of Internal Auditors will be an added advantage.

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:

The successful candidate will be responsible for the following functions:

- 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 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.
- 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
- Integrity.

SALARY GRADE: 007

The closing date in respect of all positions will be **11 March 2011**. 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

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Telephonic Enquiries : 051 – 405 8517 OR e-mail: employ@civic.mangaung.co.za

We thank all applicants for their interest