

# DR JS MOROKA LOCAL MUNICIPALITY

Hereby invites applications from experienced, qualified, innovative, committed, energetic individuals to fill the under-mentioned positions:

## DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

### **POST: AUDIT COMMITTEE MEMBER (ICT EXPERT/SPECIALIST)**

Applications are hereby invited from suitably qualified candidates to be appointed as member of the **Dr J.S Moroka Local Municipality's Audit Committee**. Section 166 of the Municipal Finance Management Act, 2003, requires that Council constitute an Audit Committee as an independent advisory body. In accordance with these provisions of the MFMA and Local Government: Municipal Planning and Performance Management Regulation of 2006, the Dr J.S Moroka Local Municipality seeks to appoint suitably qualified professionals to serve as Audit Committee members.

**REQUIREMENTS:** Prospective candidates should meet the following requirements: Professional Information Technology Qualifications; Proven expertise and experience in the fields of financial management; Proven expertise and experience in performance management; In-depth understanding of auditing, human resources and municipal legislations; Willingness to serve the interests of the public in a responsible manner; and Understanding of Local Government issues and national development imperatives. Candidates should possess the following qualities: Independence; integrity, willingness to dedicate time and energy; good communication skills; analytical reasoning abilities; natural curiosity and objective thinking. **KEY FUNCTIONS:** Persons interested in this function and who are suitably qualified will be expected to render, inter alia, the following services: Advising Council, Municipal Manager and Management staff on the following matters; Internal audit; Internal financial controls; Accounting policies; Risk Management; Adequacy, reliability and accuracy of financial reporting and information; Performance management; Effective governance; Compliance with the Municipal Finance Management Act, 2003; Compliance with the Division of Revenue Act, and any other applicable legislation; Performance evaluation; Any other issues referred to the Committee by the Municipality; Review the Annual Financial Statements; Respond to the Council on any issues raised by the Auditor-General; Carry out any investigations into the financial affairs of the Municipality as the Council may request. **TERM OF OFFICE AND REMUNERATION:** The term of office of appointed candidates will be **three (3) years**, thereafter; it will be subjected for review by at Council's discretion. Persons appointed to the Audit Committee will be remunerated at rates specified by Treasury Regulations 20.2.2.

### **POST: VIP PROTECTION OFFICER (BODYGUARD): EXECUTIVE MAYOR X2**

**Salary: R 250,393.42 per annum (Task Grade 11/1)**

**Requirements:** Grade 12. A relevant VIP protection qualification/equivalent qualification. Registered, licenced and competent to operate a firearm. Code 10 (C1) driver's licence. 2–3 years relevant experience. Excellent communication, observation and planning skills. An innovative, hardworking, self-motivated individual. Excellent driving skills. Advanced driving certificate will be an added advantage. Knowledge of VIP Protection services.

**Responsibilities:** Provide a professional, effective and accountable close VIP protection services (in-transit and/or static security) to the Council's Executive Mayor, other councillors and associates. Render venue protection at places visited by the Executive Mayor and/or other dignitaries as per operational plans. Responsible for advance contingency planning for security measures at venues, to travelling routes that are used by the Executive Mayor, and other dignitaries. Assisting the Executive Mayor to enter and leave car and holds umbrellas in wet weather. Monitoring vehicle and performing pre-trip inspections to identify possible defects and failures.

## DEPARTMENT: COMMUNITY DEVELOPMENT SERVICES

### **POST: BY-LAW ENFORCEMENT CLERK X 3 • Salary: R 212,097.29 per annum (Task Grade 09/1)**

**Requirements:** Grade 12. A Relevant qualification (NQF level 5). Valid driver's licence. 2–3 years experience in law enforcement. Knowledge of investigation and evidence gathering techniques. Excellent communication and planning skills. An innovative, hardworking, self-motivated individual. In depth knowledge application of the procedures, laws and by-laws applicable. **Responsibilities:** Ensure compliance with municipal by-laws, in particular by-laws that regulate property standards, land use management, noise, zoning, Polluting, parking by conducting comprehensive investigations in response to complaints, upon request, and as otherwise initiated. Reporting continuous infringement or serious contraventions. Collect evidence for prosecutions of offenders when appropriate. Testifies as a witness in court. Interacts with the traffic /disaster /spatial planning departments, legal and other municipal officials. Conducts inspections and investigation of residential, commercial or other occupied premises and or open spaces and/ or public facilities to determine compliance to by-laws and statutory legislation. Attending to complaints related to health and safety nuisances and records observations. Creating awareness and attending to queries on specific environmental health legislative requirements for registration and licencing requirements.

### **POST: COORDINATOR: DISABILITY & ELDERLY**

**SALARY: R212,097.23 (Task Grade 10/1)**

**Requirements:** Grade 12. National Diploma in Developmental studies, Social Development /Social Science/ Public Administration or equivalent qualification (NQF Level 6). Computer literacy. Organizing skills and communication skills. Two years relevant experience. Drivers licence. **Key Responsibilities:** Promotes participation and awareness within the local area on disability and elderly initiatives and programmes. Participate and organize Forums and Committees (youth and gender forums) to promote engagement and discussion on social development priorities. Participate in interventions of the Provincial and National Departments in respect of disability and elderly empowerments programmes. Compile regular reports regarding new developments, implementation actions, progress and results for special programmes.

**NB:** Employment Equity candidates are encouraged to apply as the Municipality seek to achieve its employment equity targets. **The shortlisted candidates will be subjected to qualifications verification, vetting, security and reference check before appointment.**

No faxed or emailed applications will be considered. The selection process will be influenced by the municipality's Employment Equity Principles. Please note that correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within six weeks after the closing date should assume that their applications were unsuccessful. **The Municipality reserves the right not to make any appointment.**

**To apply:** use a prescribed application form (available on the website as application form for employment at [www.moroka.gov.za](http://www.moroka.gov.za) or municipal offices), accompanied by certified copies of qualifications, ID document, driver's license (where applicable) which are not older than three months, and a detailed CV, must be addressed to: The Municipal Manager, Dr J.S Moroka Local Municipality, Private Bag X 4012, Siyabuswa, 0472. Applications can also be hand delivered in our Head office at: A2601/3 Bongimfundo Street, Siyabuswa.

For more information contact our Human Resource offices on (013) 973 1101 / 1390

Closing date: **15<sup>th</sup> September 2017**



**RAMPEDI M.R - ACTING MUNICIPAL MANAGER**