

NKANGALA DISTRICT MUNICIPALITY

EXTERNAL VACANCIES



Nkangala District Municipality
Date: 13/04/2021
Signature: [Handwritten Signature]
Corporate Services/HR Department

2 X MEMBERS OF THE SHARED AUDIT AND PERFORMANCE COMMITTEE (REF: M/M004/04/2021)

WORK STATION: Nkangala District Municipality, Office of the Municipal Manager

SALARY: Persons appointed to the Audit and Performance Committee will be remunerated at rates approved by the municipal council and in line with National Treasury circular 65 on remuneration of non-official member

TERM OF OFFICE: Three (3) year's

Level: N/A

QUALIFICATION REQUIREMENTS: A Degree (NQF Level 7) or equivalent qualification in the fields of Accounting or IT Audit, BSc/ B-Tech Civil Engineering, LLB Law Degree

Applicants must be a registered member of a professional body i.e. Information Systems Audit and Control Association (ISACA) Certified Information Systems Auditor (CISA), Engineering Council of South Africa as Technician or Engineer, Admitted as an attorney with the Law Society of South Africa

Desired skills Certified Information Systems Auditor, Admitted Attorney, Technician or Engineer

EXPERIENCE REQUIREMENTS: Applicants should at least have five years' experience in any of the relevant field

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DUTIES:

To advise the municipal council, the political office bearers, the accounting officer and the management staff of the municipality on matters relating to:

- Internal financial control and internal audits;
- Risk management;
- Accounting policies;
- The adequacy, reliability and accuracy of financial reporting and information;
- Performance management;
- Effective governance;
- Compliance with Municipal Finance Management Act(MFMA) No.56 of 2003, the Annual Division of Revenue Act and Division of Revenue Act any other applicable legislation;
- Performance evaluation; and
- Any other issues referred to it by the municipality or municipal entity;

Review the annual financial statements to provide the council of the municipality or, in the case of a municipal entity, the council of the parent municipality and the board of directors of the entity, with authoritative of and credible view of the financial of the municipality or municipal entity, its efficiency and effectiveness and its overall level of compliance with this Act, the Annual Division of Revenue Act and any other applicable legislation;

Respond to the council on any issues raised by the Auditor-General in the audit report

Carry out such investigations into the financial affairs of the municipality or municipal entity as the council of the municipality, or in the case of the municipal entity, the council of the parent municipality or the board of directors of the entity, may request; and

Perform such other functions as may be prescribed

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VIP PROTECTOR TO THE EXECUTIVE MAYOR (REF: E/M001/04/2021)

SALARY SCALE: R 603 363,00 p.a (Total cost to Company/ All-inclusive package)

WORK STATION: Nkangala District Municipality, Office of the Executive Mayor

Term of Office: Linked to the term of Office of the current Executive Mayor
LEVEL: 5/9

QUALIFICATION REQUIREMENTS: NQF Level 4 Qualification. Firearm License for Business use

EXPERIENCE REQUIREMENTS: Valid EB Driver's License and Advanced Driving training (including and –ambush driver training. Physical and mental fitness with sober habits. Effective communication skills, No criminal record. Security Clearance Certificate. Fluent in English and at least one (1) indigenous language common to Mpumalanga and neighboring provinces. Smart and formal dress code. Knowledge of more than one indigenous language as well as knowledge of VIP Protection/ and or Bodyguard Training will serve as an added advantage.

DUTIES: Provide driving/ chauffeuring to the Executive Mayor in the discharge of his official duties. Always ensure fitness and maintenance of the vehicle of the Executive Mayor, including washing and cleaning. Report damage and/ or vehicle defects to the Office of the Executive Mayor. Maintain a proper record of trips undertaken by the Executive Mayor. Obtain trip authorization from the Office of the Municipal Manager at all times for the trips being undertaken. Ensure that the vehicle is properly registered.

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SECRETARY TO MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) (REF: C/S006/04/2021)

WORK STATION: Nkangala District Municipality, Office of the Chairperson MPAC

SALARY: R 322 735,00 p.a (Total cost to Company/ All-inclusive package)

DURATION: Fixed Term Contract (Linked to the term of Office of the Chairperson MPAC)

Level: 9/9

QUALIFICATION REQUIREMENTS: Grade 12, National Diploma in Secretarial/ Public/Local Administration and Personnel (NQF Level 6) or equivalent. Extensive Computer Literacy (MS word, Excel and Power point) and typing skills. Good communication skills (oral and written).

EXPERIENCE REQUIREMENTS: Minimum of 1 - 3 years' secretarial work experience

DUTIES:

- Provide administrative services to MPAC and ensure administrative efficiency;
- Receive and distribute correspondence by checking the in-trays in the offices and at the record section so as to ensure that correspondence is attended to on time and prioritize urgent matters;
- Answer the telephone and reception responsibilities by responding promptly to incoming and outgoing calls;
- Render proper customer service;
- Arrange meetings, book venues, confirming attendants and arranging refreshments for meetings & appointments;
- Process, type and file correspondence;

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- Ensure proper co-ordinations with internal and external stakeholders;
- Ensure that the Chairperson is informed on her work programme and is briefed and provided with all relevant information prior to meetings;
- Make travel arrangement for the Chairperson and members;
- Prepare requisition and forward to Finance for payment purposes
- Co-ordinate logistic and procedural requirements associated with Municipal Public Accounts Committee (MPAC)
- Provide secretariat support to the MPAC;
- Circulate notifications, agendas and minutes of previous meetings;
- Perform specific secretarial sequences at meetings i.r.o. circulation and completion of attendance registers, recording details of proceedings, discussions and decisions;
- Update committee files, records, attendance registers, notifications, correspondences and minutes.

SECRETARY TO THE COUNCIL WHIP (REF: C/S007/04/2021)

WORK STATION: Nkangala District Municipality, Office of the Council Whip)

SALARY: R 322 735,00 p.a (Total cost to Company/ All-inclusive package)

DURATION: Fixed Term Contract (Linked to the term of Office of the Council Whip)

Level: 9/9

QUALIFICATION REQUIREMENTS: NQF level 4 with Certificate in Computer. Extensive Computer Literacy (MS word, Excel and Power point) and typing skills. Good communication skills (oral and written)

EXPERIENCE REQUIREMENTS: Minimum of 1 - 3 years' secretarial work experience

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DUTIES:

- Provide administrative services to the Office of the Council Whip and ensure administrative efficiency;
- Receive and distribute correspondence by checking the in-trays in the offices and at the record section so as to ensure that correspondence is attended to on time and prioritize urgent matters;
- Answer the telephone and reception responsibilities by responding promptly to incoming and outgoing calls;
- Render proper customer service;
- Arrange meetings for the Council Whip's Office by booking venues, confirming attendants and arranging refreshments for meetings & appointments;
- Process, type and file correspondence;
- Ensure proper co-ordinations with internal and external stakeholders;
- Organize meetings for the Council Whip;
- Ensure that the Council Whip is informed on his work programme and is briefed and provided with all relevant information prior to meetings;
- Make travel for the Council Whip;
- Prepare requisition and forward to Finance for payment purposes; and
- Assist on community outreach meetings.

CONTROL ROOM OPERATOR (RE-ADVERT) (REF: S/S009/04/2021)

WORK STATION: Nkangala District Municipality, Social Services Department

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SALARY: R194 581/ R201 377/ R208 582/ R216 492 p.a (**Plus:** Contribution to Medical Aid, Pension Fund, Group Life and Housing Allowance)

TERM OF OFFICE: Permanent

Post Level: 10/9

QUALIFICATION REQUIREMENTS: Grade 12, Control Room, Call Centre or Fire Fighter 1 Certificate, Basic Ambulance Assistant (BAA). Ability to communicate in English and at least in more than one language dominant in the region, i.e. Siswati, Ndebele, Sepedi and Tswana. Advanced Computer Literacy.

EXPERIENCE REQUIREMENTS: 3 years' relevant experience

DUTIES: Take emergency calls, ensuring accurate recording of the incident type, location of incident and contact details of the caller. Apply good listening skills, and fast typing onto the incident screen / register regarding the details of the call. Record full incident details on the disaster management systems or the incident logbook / register. Despatch relevant emergency services to reported incident after full analysis and magnitude of the incident or disaster. Monitor the status quo of the incident/disaster and activate additional resources as per the need of the commander. Disseminate early-warnings to vulnerable communities. Advise vulnerable communities regarding the mitigating measures regarding medical treatment or fire management while agency is being activated. Monitor and report status quo of the disaster management systems and equipment's to the supervisor. Assist in distribution of relief material and participating in disaster management awareness campaigns where necessary. Review and update contact numbers for all emergency services (such as fire services, EMS, traffic, SAPS and etc.) on the disaster management system. Refer none emergency calls to the relevant services for attention. Close all calls and handover full details of the call/s.

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7 X FIRE RESERVIST (REF: S/S010/04/2021)

WORK STATION: Nkangala District Municipality, Based at Dr JS Moroka and Thembisile Hani Fire Station

STIPEND: R52 052.00 p.a

TERM OF OFFICE: Fixed term for 24 months (2 yrs)

Level: N/A

QUALIFICATION REQUIREMENTS: Grade 12, BAA or First Aid Level 3, Fire Fighter 1, Fire Fighter II, Hazmat Awareness and Hazmat Operations, registration with HPCSA and EC driver's license.

Applicants must be unemployed, recently qualified and be residing within Nkangala District Municipality. Original copies of certificate and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality.

EXPERIENCE REQUIREMENTS: NONE

DUTIES:

Respond to incidents to render emergency and other relevant services.

- Respond to any Emergency incident;
- Ensure complying to policies and procedures;
- Ensures compliance with operational functions;
- Ensure compliance with a pre-determined standard for effective and efficient service delivery

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Maintain registration and skills required to perform functions.

- Ensure the maintaining of public driver's license and PrDP;
- Ensure the maintaining registration with HPCSA;
- Partake in skills level training, thereby complying with legislative requirements

Perform watch room duties.

- Answering and monitoring of radio's, telephone
- Assist public with walk-in complaints, emergency and enquiries;
- Monitoring and activation of alarms and turnout of employees and emergency vehicles;
- Monitor station security systems;
- Conduct record of information in occurrence book;
- Perform duties in terms of incident command system, ensuring effective and efficient service delivery.

Complete registers and take corrective actions.

- Ensure completing of inventories and checklists of equipment and vehicles;
- Ensure reporting and rectify deviations to Leading Fire Fighter
- Ensure completing of all operational related registers and submit to Leading Fire Fighter thus ensuring sound administration

Complete documentation of incidents as required.

- Ensure completing all incident report related documentation and submit to Leading Fire Fighter;

Act within legal requirements e.g. OHS Act.

- Comply with all relevant legal requirements.
- Ensure that uniform and personal protective equipment is clean and neat and in a state of operational readiness ensuring a safer environ.
- Execute instructions from Leading Fire Fighter

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NOTE: Nkangala District Municipality is a designated, equal opportunity, representative employer. It acknowledges its mandate to take affirmative action measures to ensure equitable representation of suitably qualified people from designated groups in all occupational levels and categories and promotes representivity based on race, gender and disability in Local Government through the filling of positions. Candidates whose appointment/transfer/promotion will promote the EE Targets and Goals of the Municipality will therefore receive preference. **Persons with disabilities and African, Indian, Coloured and White males are especially encouraged to apply**, although this does not suggest that the process of recruitment excludes members from non-designated groups.

NOTE: The successful candidate will undergo security and qualifications vetting and enter into an employment contract / performance agreement with the municipality and **will be subjected to a 6 months' probation period** and disclosure of financial interests, as requested, must be submitted. Correspondence will be limited to short-listed candidates. **Applicants should attach an application letter, detailed CV together with certified copies of qualifications and identity document, as well as the completed, prescribed NDM General Application Form for Employment (available from Council's web site www.nkangaladm.gov.za), and apply online at <http://nkangaladm.jb.skillsmapafrica.com>.**

Nkangala District Municipality reserves the right not to fill any of the positions.

Enquiries: Ms Hlengiwe Nkosi: 013 249 2082 **Closing date:** 28 April 2021 @ 16H30

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