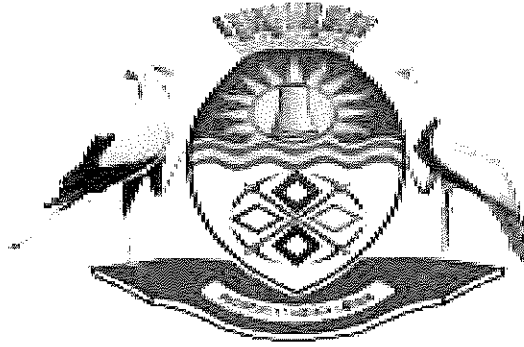


NKANGALA DISTRICT MUNICIPALITY EXTERNAL VACANCIES



Nkangala District Municipality

Date: 29.10.2021

Signature: [Handwritten Signature]
Corporate Services/HR Department

CHAIRPERSON OF SHARED RISK MANAGEMENT, ANTI-FRAUD AND ANTI-CORRUPTION COMMITTEE (DISTRICT AND LOCAL MUNICIPALITIES) (REF: M/M006/10/2021)

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

SALARY: Compensation will be in accordance with rates approved by Council. All other refundable expenses will be based on the municipality's related policies guidelines.

TERM OF OFFICE: Three (3) year's

Level: N/A

QUALIFICATION REQUIREMENTS: A minimum of a Bachelor's Degree and a Post-Graduate Degree in Risk Management, Auditing or Business Administration. Certified Risk Management Practitioner, Certified Internal Auditor (CIA), Chartered Accountant (CA), Certified Fraud examiners will be advantage.

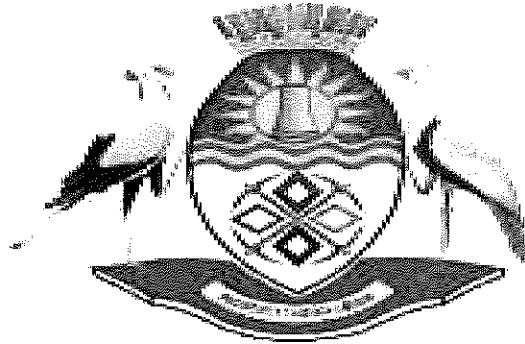
EXPERIENCE REQUIREMENTS: The candidate should have 5 to 10 years' management experience gained from Strategic Management, Risk Management and or an Auditing / Financial, Anti-fraud and Anti-Corruption environment. Previous experience of serving in the Risk Management committee and/or Audit Committee will be advantageous.

Strongly encourage individuals with proven knowledge of Municipal environment and operations. Ability to lead, chair and direct risk management/fraud and corruption committee meetings. Knowledgeable on Municipal Finance Management Act 56 of 2003, COSO model, King IV, Public Sector Risk Management Framework by National Treasury, other laws, rules and regulations applicable to Local Government Sphere.

Ability to operate independently and objectively. Availability to attend the committee meetings of the District and local municipalities under shared services. Membership of the Institute of Risk Management South Africa (IRMSA) or Institute of Internal Auditors South Africa (IIASA) is strongly recommended.

NKANGALA DISTRICT MUNICIPALITY

EXTERNAL VACANCIES



Nkangala District Municipality

Date: _____

Signature: _____
Corporate Services/ HR Department

DUTIES:

- Manage and organize the administration of the Risk Management Unit;
- Develop and implement Risk Management framework;
- Develop and roll-out Risk Management Framework Implementation Plan;
- Ensure the strategic and business risk profiles are developed and reviewed in line with the framework;
- Facilitate strategic and operational risk assessment workshops and advise on the adequacy of mitigation strategies;
- Periodically evaluate the risk profile to ensure it addresses all relevant risk areas;
- Provide advisory and support services with respect to risk identification and management, mitigation strategies;
- Implement and conduct monitoring processes for risks and mitigation;
- Provide quarterly progress reports to management on the implementation of mitigating action plans, and updating the risk register accordingly;
- Develop and implement a risk management strategy for the Municipality;
- Implement control system and procedures to improve financial and other risk issues;
- Build and maintain awareness on risk management matters throughout the Municipality.

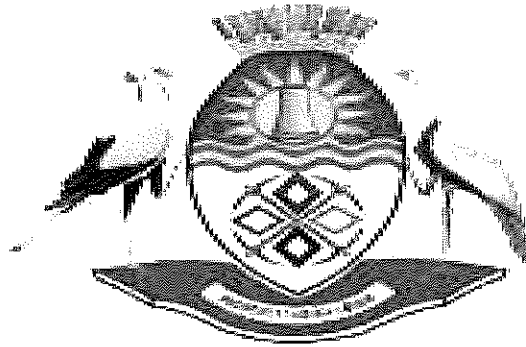
PERFORMANCE MANAGEMENT SYSTEM (PMS) OFFICER (FTC) (REF: M/M007/10/2021)

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

SALARY: R 603 363.00 (Total cost to Company/ All-inclusive package)

TERM OF OFFICE: Fixed term contract for four (4) years which is renewable yearly

NKANGALA DISTRICT MUNICIPALITY EXTERNAL VACANCIES



Nkangala District Municipality

Date: 29.10.2021

Signature: [Handwritten Signature]
Corporate Services/ HR Department

Level: 5/9

QUALIFICATION REQUIREMENTS: Grade 12, Degree (NQF Level 7) / National Diploma (NQF Level 6) in Auditing/ Public Management or Public Administration.
NB: Post graduate Diploma in Monitoring & Evaluation will be an added advantage

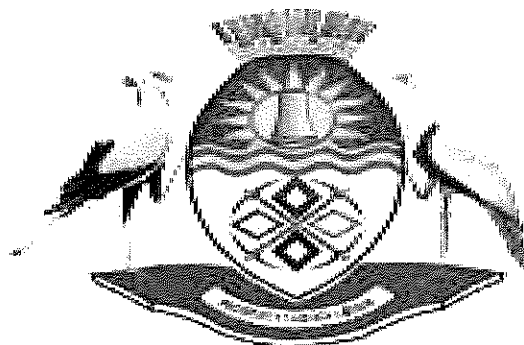
EXPERIENCE REQUIREMENTS: The candidate must have 2-3 years' experience in Performance Management Environment (preferably in Local Government) dealing with Individual Performance Management and Performance Management Auditing

DUTIES:

- Facilitate quarterly reviews of all performance work plans in sync with reviews of operational plans
- Facilitate performance management of individual employees, including quality assurance of work plans, quarterly performance reviews, and annual performance assessments
- Undertake auditing of performance files and assessments

NKANGALA DISTRICT MUNICIPALITY

EXTERNAL VACANCIES



Nkangala District Municipality

Date: 29.10.2021

Signature: [Handwritten Signature]
Corporate Services/ HR Department

ENVIRONMENTAL COMPLIANCE, MONITORING AND ENFORCEMENT OFFICER (REF: CDS/012/10/2021)

WORK STATION: Nkangala District Municipality, Community Development Services

SALARY: R 393 838.00/ R 413 865.00/ R434 869.00 p.a. (Plus Contribution to Medical Aid, Pension Fund, Group Life, Housing, Cellphone and travelling allowance of 850km per month)

TERM OF OFFICE: Permanent

Level: 5/9

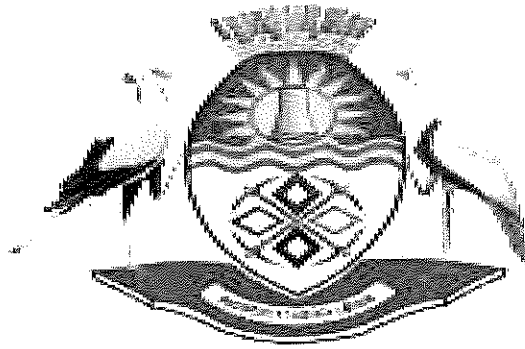
QUALIFICATION REQUIREMENTS: Grade 12. National Diploma (NQF Level 6) / Degree (NQF Level 7) in Environmental Management/Science or Natural Science. Environmental Management Inspectors (EMI) course will be an added advantage. Computer literacy (MS Office). Code C1 Drivers' license.

EXPERIENCE REQUIREMENTS: The candidate must have 2 years working experience in environmental services specifically in Environmental Compliance and Enforcement. Knowledge of appropriate legislation in respect of environmental compliance monitoring enforcement and Air Quality Management with distinct focus on the implementation of the National Environmental: Air Quality Act 39 of 2004.

DUTIES:

- Undertake routine inspections and ensure compliance by industry with environmental management legislation and standards, through:
 - Entering premises to ascertain compliance
 - Seizing evidence of non-compliance
 - Issuing of compliance and enforcement notices
- Investigate environmental crimes and institute appropriate enforcement actions, namely:
 - Questioning witnesses

NKANGALA DISTRICT MUNICIPALITY EXTERNAL VACANCIES



Nkangala District Municipality

Date: 29.10.2021

Signature: *[Handwritten Signature]*
Corporate Services/HR Department

- Copying documents
- Inspecting and removing articles or substances
- Taking photographs and audio-visual recordings
- Exercise administrative powers, such as issuing of compliance notices;
- Work closely with the SAPS in investigation of environmental crimes
- Work closely with the National Prosecuting Authority (NPA) to ensure successful prosecution of offenders
- Process and respond to environmental incidents reported to the municipality;
- Review air quality compliance reports submitted by industries;
- Liaison with other agencies in inspection and monitoring of the environment
- Review Environmental Impact Assessment (EIA) and Environmental Audit reports to enhance compliance monitoring and enforcement
- Conduct Environmental awareness campaigns within the District Municipality

IDP OFFICER (PED/003/10/2021)

WORK STATION: Nkangala District Municipality, Planning and Economic Development

SALARY: R 393 838.00/ R 413 865.00/ R434 869.00 p.a. (**Plus** Contribution to Medical Aid, Pension Fund, Group Life, Housing, and travelling allowance of 550km per month)

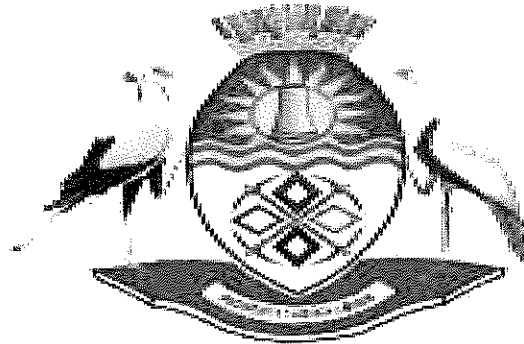
TERM OF OFFICE: Permanent

Level: 5/9

QUALIFICATION REQUIREMENTS: Grade 12, Bachelor's Degree (NQF Level 7) in Development planning/ Town & Regional planning/Development Studies. Professional experience in inter-local government planning. Proven co-ordination skills. Facilitation and strategic planning skills. Sound computer knowledge.

NKANGALA DISTRICT MUNICIPALITY

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Nkangala District Municipality

Date: 29.10.2021

Signature: [Handwritten Signature]
Corporate Services/ HR Department

EXPERIENCE REQUIREMENTS: The candidate must have 5 years' experience in development & planning environment especially with IDP Coordination.

DUTIES:

- Coordinate district integrated development planning processes in consultation with local municipalities, provincial and national sector departments and state entities as well governmental and non-governmental organizations
- Coordinate internal and external linkages between the IDP, Budget, SDBIP and Performance Management system
- Management of the conceptualization, drafting and approvals of the IDP
- Undertake relevant research related to IDP trends nationally and internationally
- Ensure that relevant stakeholders are involved in all phases of the IDP and facilitate internal institutional mechanisms to drive IDP
- Implement all provisions of Act 32 of 2000 relating to planning and IDP
- Undertake any other assignment as might be delegated by seniors

DIVISIONAL MANAGER: PROJECTS

(T/S001/10/2021)

WORK STATION: Nkangala District Municipality, Technical Services Department

SALARY: R 517 271.00/ R 530 231.00 p.a. (Plus Contribution to Medical Aid, Pension Fund, Group Life, Housing, Cellphone and travelling allowance of 650km per month)

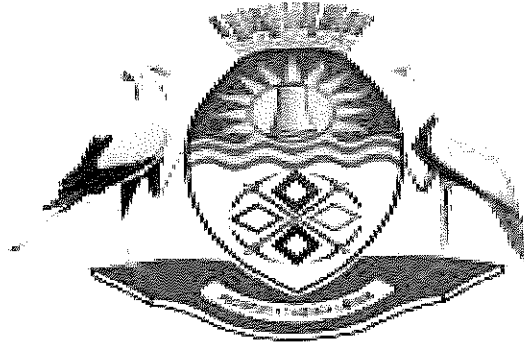
TERM OF OFFICE: Permanent

Level: 3/9

QUALIFICATION REQUIREMENTS Grade 12, B-Tech (NQF Level 7) in Civil Engineering. Computer literacy (MS Office), Code C1 Drivers' license.

NKANGALA DISTRICT MUNICIPALITY

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Nkangala District Municipality

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Corporate Services/HR Department

EXPERIENCE REQUIREMENTS:

- The candidate must have 5 years in civil construction and maintenance projects management, 3 of which in the Local Government
- Ability to analyse and provide correct visual assessment on infrastructure projects
- Ability to interpret Geographical Information Systems (GIS) data

DUTIES:

Project Management:

Provide advice to management on infrastructure related projects by:

- Reviewing infrastructure projects based on the community needs
- Preparing reports to Council Committees on infrastructure projects
- Providing all infrastructure projects implementation reports

To ensure the provision of project management input into the infrastructure service delivery programme of the municipality to communities

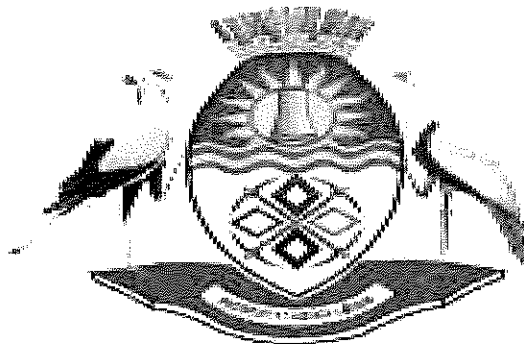
Project Budget Planning:

- Provide planning services for the infrastructure projects by:
- Developing the annual budget for all the infrastructure projects;
- Developing procurement plans for all infrastructure projects
- Identification of infrastructure projects scope of work
- Costing of infrastructure projects on a yearly basis
- Ensuring adherence on quality standards by service providers

To ensure the budgeting and syncing of project scheduling with procurement processes, and to ensure value for money associated with adhering to timelines

NKANGALA DISTRICT MUNICIPALITY

EXTERNAL VACANCIES



Nkangala District Municipality

Date: 29.10.2021

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Corporate Services/HR Department

Project Implementation and Monitoring:

- Monitor implementation of projects as per approved scope, budget and standards (following Principles of PMBOK)
- Attend, co-ordinate and report on infrastructure provision meetings
- Prepare for infrastructure projects monthly meetings as per Council's approved schedule of meetings (i.e. preparation of reports and agenda)
- Attend sectoral planning meetings, including IDP process meetings

To ensure that projects are implemented as per schedule, within regulatory framework, and as per community needs

Quality Assurance:

- Develop and implement standards and specifications for infrastructure projects

To ensure infrastructure projects meet quality standards

Develop and implement contract management systems, including the following:

- Electronic project management and monitoring system.
- Approval, payment and monitoring of payment certificates.
- Compliance with applicable legislation and Council policies, e.g. CIDB, Occupational Health and Safety, Procurement, Environmental and MFMA
- Performance Management Systems for service providers and technicians
- Project design appraisal and specifications on roads and storm water, buildings, bridges and electricity

To ensure the provision of contract management services to infrastructure projects, and adherence to the regulatory framework

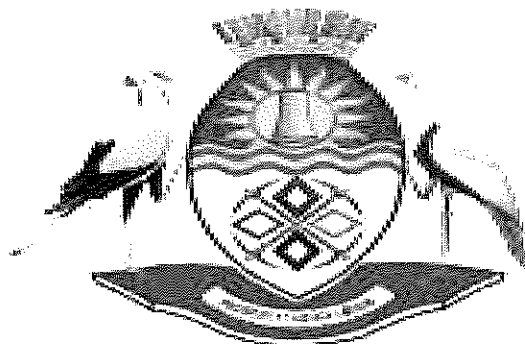
Capacity Building:

- Support and build capacity of technicians and service providers in project management

To ensure continuous learning for technicians employed by the municipality and service providers

NKANGALA DISTRICT MUNICIPALITY

EXTERNAL VACANCIES



Nkangala District Municipality

Date: 29.10.2021

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Corporate Services/HR Department

Project Financial Management:

- Prepare departmental budgeting and compilation of SDBIP in compliance with approved IDP
- Attend to Supply Chain Management responsibilities as delegated

To ensure prudent financial management associated with the implementation of infrastructure projects

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.job.skillsmapafrica.com>.**

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

Enquiries: Ms Hlengiwe Nkosi: 013 249 2082 **Closing date:** 15 November 2021 @ 16H30