

DIPALESENG MUNICIPALITY



EXTERNAL ADVERTISEMENT

Department: Municipal Manager Office

Position: 3 X Members of the Audit and Performance Committee

Salary: Person 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.

Qualification Requirements: A relevant Degree or equivalent qualification in the fields of Accounting; Auditing; Law; Performance Management; Risk Management; Computer Auditing; Engineering Qualification in Civil or Electrical; Certified Internal Auditors (CIA).

Applicants must be a registered member of a professional body i.e. South African Institute of Chartered Accountants (SAICA), South African Institute of Professional Accountants (SAIPA), Institute of Internal Auditors (IIA), Information Systems Audit and Control Association (ISACA) and registration with the engineering Council of South Africa as the Technicians or Engineer.

Experience Requirements: Applicants should at least have five years' experience in any of the relevant field.

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 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 municipality entity, the council of the parent municipality and the board of directors of the entity, with authoritative and credible view of the financial of the municipality or municipality 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.

Dipaleseng Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply.

Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualification for the attention of Acting Municipal Manager, Ms. NB. Khanye, Private Bag X1005 Balfour 2410 or hand deliver applications at Dipaleseng Local Municipality Offices at Corner Themba Shozi and Johnny Mokoena Street, Balfour 2410 in application box at Reception, on or before **09 September 2021. NB***. No faxed or e-mailed applications will be considered. Administrative enquiries should be forwarded to Manager: Internal Auditor: **Ms. MM. Ngwenya** 017 004 0027

Applicants who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment.

The Municipality subscribes to the principles of Employment Equity and candidates from the designated group as defined in the Act will receive preference.

A handwritten signature in black ink, appearing to read 'NB. Khanye', is located at the bottom right of the page.

Department: Office of the Municipal Manager

Position: Internal Auditor

Salary: R323 400. 00 – R341 417. 00 per annum (basic salary, excl. benefits)

Post Level: 03

Minimum Requirements: Grade 12/Matric. 3 year's tertiary qualification in Internal Auditing or similar. 2 year's relevant experience. Local Government experience will be added advantage. Knowledge of legislations that govern municipalities and good communication skills. Computer skills of all package. Registered with the Public Accountancy and Auditing Board as a registered Accountant and Auditor will be an added advantage. Valid driver's license. The incumbent must be vetted by South African Police Services to work with the department.

Duties: Analysing Financial Statements and commenting to the immediate superior on the credibility of the report with respect to the financial position of the Municipality and compliance with applicable Acts. Review contractual agreements and assesses compliance with laid down financial and procurement policies. Drafting of Audit programme to be executed. Conduct ad-hoc audits to ensure that organisational objectives are achieved. Participating in Audit committee meetings, Internal Audit Forums.

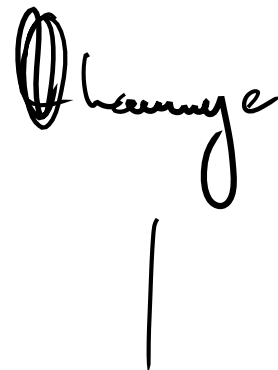
Analysing accounting recordings and reconciliation sequences related to revenue and expenditure transactional activities against policy and procedures. Evaluating the adequacy and capability of internal controls to identify with deviations from guidelines and procedures. Assessing the validity of performance and costing systems and checking accuracy in specific applications (project costing). Preparing comments and opinions on observations of specific processes, procedures, controls and systems. Receiving Audit Committee Reports and analysing the scope and nature of the investigation. Formulating and checking the validity the methodology using sample audits. Implementing procedure, analysing records and paper trails, conducting interviews and, testing and/ or verifying information and data. Preparing comments, opinions and conclusions in respect of the investigation and findings.

Submit investigation report to immediate supervisor Participating in various meetings (Audit Committee, council, internal and external forums) and provides comments/ opinions. Responding to queries/ questions, through the collection of factual information and/ or presenting and elaborating on findings to substantiate outcomes. Collaborating with external official departments, professional bodies on audit procedural applications and principles with a view to aligning internal processes. Providing advice to heads of internal departments on the re-alignment of specific processes, roles and responsibilities to maintain compliance with statutory legislation.

Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualifications for the attention of Acting Director Corporate Services, Private Bag X1005 Balfour 2410 or hand deliver applications in the Application box at Dipaleseng Local Municipality Offices at Corner Johnny Mokoena and Themba Shoji Street, Balfour, 2410, on or **before 09 September 2021**. **NB:** No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Snr. HR Officer, Thulani Mahlangu on 017 004 0027.

Applications who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment.

The Municipality subscribes to the principles of Employment Equity and candidates from the designated group as defined in the Act will receive preference

A handwritten signature in black ink, appearing to read 'Thulani Mahlangu', with a vertical line extending downwards from the end of the signature.

Department: Community Services & Public Safety

Position: Chief Fire Officer

Salary: R323 400. 00 – R341 417. 00 per annum (basic salary, excl. benefits)

Level: 3

Minimum Requirements: Grade 12, A higher Certificate in Fire Fighter Technology; Diploma in Fire Service Technology/National Diploma in Fire Engineering or B Tech Degree in Fire Technology or an equivalent service related qualification. Fire Fighter Level 1 & 2. Hazmat Awareness. Hazmat Operational. Basic Ambulance Certificate/Assistance. Registration with HPCSA. Code C Driver's License. Advanced Life Support. Computer Literacy. 2 years' experience in Fire Fighting.

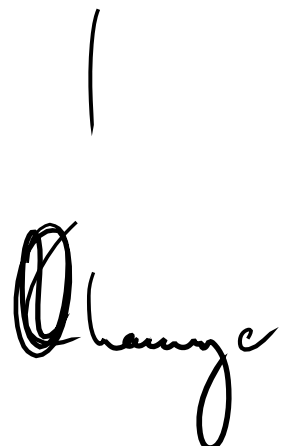
Key Performance Areas: Perform duties as Shift Supervisor. Organize available manpower and resources to complete the daily duties. Ensure effective functioning of personnel. Respond to fire emergency that occurs in and outside the municipal boundaries. Attend all accidents where rescue work must be performed. Conduct daily inspections of vehicles. Perform the required operational activities in accordance with SOP's Assist in all Operational functions with regard to disaster management. Educate the public on fire safety. Presenting of Lectures to personnel and public. Present training programs and courses to personnel in using and operating of specialized vehicles and equipment. Ensure compliance to relevant by-laws and legislation. Execute of daily, monthly and annual pump test and safety equipment. Commanding and leading Dipaleseng Fire and Rescue Services. Providing input on fire and rescue IDP priorities, objectives and targets, as well as their annual review. Identifying and recommending the fire station training needs for all personnel and submit for approval. Presenting training programs and courses to personnel in the handling, using and operating of specialized vehicle and equipment. Developing a comprehensive emergency plan that integrates other agencies. Ensuring proper planning for the unit operations with respect to equipment, apparatus and personnel and further supervise implementation of such plans in accordance with established policies. Researching competency and expertise of latest development in terms of fire (standards and legislations), to give advantages in new technologies for the service delivery. Surveying the area of jurisdiction and use the data (i.e. travel time, range from station, population and buildings densities) for deploying proper coverage and bring equal service to the entire community during firefighting operations.

Recommending on appointment of fire brigade reserve force. Handling all identified emergencies/incidents according to the set standard operating procedures and Standard Operating Guidelines. Rescuing of victims from vehicle, building, or structure with all the means at the fire fighter's disposal and stabilize vehicle, building, or structure and patient before extraction. Responding to fires, accident scenes, hazardous material incidents and other emergency calls within the Municipal boundaries when situation calls for senior personnel. Providing special services such as rescue of animals, through delegation of powers. Participating in the awareness campaigns and demonstration of fire prevention mechanisms in schools and the community groups within the Dipaleseng Local Municipal area.

Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualifications for the attention of Acting Director Corporate Services, Private Bag X1005 Balfour 2410 or hand deliver applications in the Application box at Dipaleseng Local Municipality Offices at Corner Johnny Mokoena and Themba Shoji Street, Balfour, 2410, on or **before 09 September 2021**. **NB:** No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Snr. HR Officer, Thulani Mahlangu on 017 004 0027.

Applications who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment.

The Municipality subscribes to the principles of Employment Equity and candidates from the designated group as defined in the Act will receive preference

A handwritten signature in black ink, appearing to read 'Thulani Mahlangu', is located in the bottom right corner of the page. The signature is written in a cursive style with a large initial 'T'.

Department: Finance

Position: Procurement Officer

Salary: R266 588. 00 – R292 916. 00 per annum (basic salary)

Post Level: 05

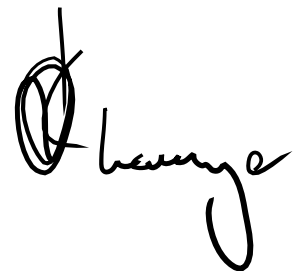
Minimum Requirements and Skills Required: Grade 12. 3 year's tertiary qualification in Accounting and/or Financial Management/Supply Chain Management. Certificate in Municipal Financial Management (SAAQA ID No: 48965) will be added advantage. 2 year's relevant experience. Experience in Local Government will be added advantage. Valid driver's license. Computer and numerical skills. Candidate should be able to communicate in predominant local languages. Good Customer. Able to work under pressure. The successful incumbent must be vetted by SAPS to work with the department.

Key Responsibilities: Request quotations from suppliers so as to ensure that the most cost effective suppliers are used to purchase material. Forward all requisitions for budget control to expenditure so that cash for the purchasing of materials can be approved. Print orders so that orders can be placed with identified suppliers. Capture information from a requisition system so that order numbers can be created. Place orders for different departments from suitable suppliers so as to ensure smooth running of the departments. Follow up on orders placed with suppliers so that orders are delivered on agreed dates and there are no delays in the process. Process and transfer copies of orders to payment section so that cheques can be issued for payment to suppliers. Timely processing of inventory transacting such as inventory receipt, issuance, transfer and disposal in asset tracking system. Ensuring compliance with all procurement processes and legislation for soliciting, evaluation and awarding of quotations and bids. Ensuring sufficient funds are available on budget before procurement transactions are awarded. Preparation of monthly and quarterly reports for all procurement deviations in line with the procurement regulations. Screening of recommended suppliers are enlisted on central supplier database. Ensuring that a supplier or any director of shareholder of a supplier is not registered as in "service of state" as per regulation. Ensuring compliance with the Construction Industry Development Board Act 38 of 2000. Verification of recommended bidders on Council tenders during bid evaluation process.

Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualifications for the attention of Acting Director Corporate Services, Private Bag X1005 Balfour 2410 or hand deliver applications in the Application box at Dipaleseng Local Municipality Offices at Corner Johnny Mokoena and Themba Shozi Street, Balfour, 2410, on or **before 09 September 2021**. **NB:** No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Snr. HR Officer, Thulani Mahlangu on 017 004 0027.

Applications who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment.

The Municipality subscribes to the principles of Employment Equity and candidates from the designated group as defined in the Act will receive preference

A handwritten signature in black ink, appearing to read 'Thulani Mahlangu', is located in the bottom right corner of the page. The signature is stylized and cursive.

Department: Finance

Position: Asset Officer

Salary: R323 400. 00 – R341 417. 00 per annum (basic salary, excl. benefits)

Post Level: 03

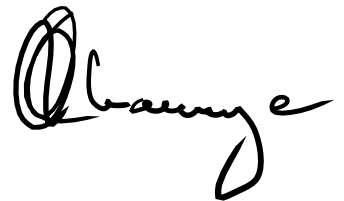
Minimum Requirements: Grade 12/Matric. 3 year's tertiary qualification in Accounting and/or Financial Management/Local Government Finance. 2 year's relevant experience. Certificate in Municipal Financial Management (SAQA qualification ID No. 48965) or credits towards the Certificate in Municipal Finance will be added advantage. Experience in Local Government will be added advantage. Computer skills of all package. Valid driver's license. The incumbent must be vetted by South African Police Services to work with the department.

Duties: Register the purchased assets to asset register. Verification of invoices of purchased movable assets as per procured items. Ensuring of all supporting documents for purchases of assets are reconciled with financial system. Review the data to ensure that all movable assets have been correctly captured. Implement and adhere to applicable national and provincial legislation as well as accounting standards with regards to movable assets. Updating register of asset transfer books with asset numbers. Providing advice to asset champions with regards to asset management. Regular communicate with asset champions from various departments on asset transfers as well as other challenges regarding assets the departments have. Providing input on reviewal of assets management policies. Assist with the reporting of asset management matters to all committees as required. Review the verification outcome and investigate the deviation. Submit asset management reports to immediate supervisor. Ensuring that obsolete and redundant assets are identified once in a financial year-end and that necessary approval is obtained before the disposal. Review the disposal list to ensure that only assets approved by council are disposed. Responsible for the auction process until the final disposal. Reconcile auction results and report on the gain or loss made on disposal of assets.

Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualifications for the attention of Acting Director Corporate Services, Private Bag X1005 Balfour 2410 or hand deliver applications in the Application box at Dipaleseng Local Municipality Offices at Corner Johnny Mokoena and Themba Shozi Street, Balfour, 2410, on or **before 09 September 2021**. **NB:** No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Snr. HR Officer, Thulani Mahlangu on 017 004 0027.

Applications who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment.

The Municipality subscribes to the principles of Employment Equity and candidates from the designated group as defined in the Act will receive preference

A handwritten signature in black ink, appearing to read 'D. Mokoena', is located in the bottom right corner of the page. The signature is stylized and cursive.A single, vertical handwritten mark, possibly a checkmark or a stylized letter, is located in the bottom center of the page.

Position: Internship X 3
Department: Finance
Salary: R100 000 stipend per annum
Duration: 24 Months

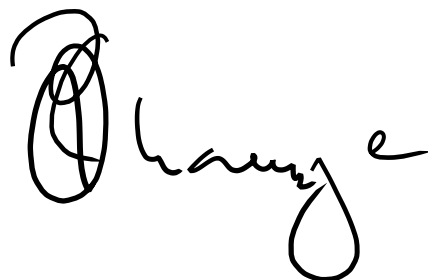
Minimum Requirements: Grade 12, 3-year National Diploma or B Com Degree with majors in Accounting or Finance including either Internal Auditing and or Risk Management/Auditing. Good interpersonal written and verbal communication skills. Accuracy will serve as a strong recommendation. Willingness to learn more while working under pressure. The successful incumbents will be subjected to vetting for criminal record clearance.

Key Performance Areas: Perform basic accounting functions. Interpret finance legislation and policies. Process invoice payment from the capture and verification of the source documents. Undertake budget controls on expenditure and revenue. Performs basic internal auditing functions. Receive training in all sections of the Finance Office. Perform all other duties as assigned by immediate supervisor.

Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualifications for the attention of Acting Director Corporate Services, Private Bag X1005 Balfour 2410 or hand deliver applications in the Application box at Dipaleseng Local Municipality Offices at Corner Johnny Mokoena and Themba Shoji Street, Balfour, 2410, on or **before 09 September 2021**. **NB:** No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Snr. HR Officer, Thulani Mahlangu on 017 004 0027.

Applications who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment.

The Municipality subscribes to the principles of Employment Equity and candidates from the designated group as defined in the Act will receive preference

A handwritten signature in black ink, appearing to read 'Thulani Mahlangu', with a stylized, cursive script.

Department: Infrastructure Services

Position: Technician: Water and Waste Water

Salary: R323 400. 00 – R341 417. 00 per annum (basic salary, excl. benefits)

Post Level: 03

Minimum Requirements: Matric Certificate/Grade 12. National Diploma or B Tech Degree in Water Care/Water and Sanitation/Chemistry or in Chemical Plant Operation. A minimum of 2-3 year's relevant experience in operation in municipal water works infrastructure. Understanding and experience with the Blue and Green Drop Certification Programme. Knowledge of different unit operations and processes in water purification and waste water treatment, water service legislation. Local government experience is an added advantage. The candidates should be eligible to be classed as a Process Controller Class V. Registration with relevant body will be an added advantage. Must be Computer literate and have good reporting and presentation skills. Valid Driver's Licence (Code 08). The successful incumbent will be subjected to vetting for criminal record clearance.

Responsibilities: Participate in the annual review of waste water risk abatement plans, water safety plans and Municipal Water Services By-Laws. Ensure all treatment works are operated in accordance to their operation and maintenance manuals to produce portable water compliant. Assist plant Supervisor to place orders of required consumables. Participate in the annual review of waste water risk abatement plans, water safety plans and Municipal Water Services By-Laws. Ensure all treatment works are operated in accordance to their operation and maintenance manuals to produce portable water compliant. Assist plant Supervisor to place orders of required consumables. Maintain minimum required water treatment chemicals stock levels by placing orders timeously. Ensure all water treatment plants has serviceable analytical instruments and is calibrated regularly as per manufacturer guidelines. Identify and report any electrical, mechanical and civil infrastructure that require repair and maintenance. Review and update operation and maintenance Adhere to all relevant construction conditions of contracts when monitoring projects. Ensure proper record keeping water/waste water treatment works log sheet. Perform troubleshooting on mechanical, electrical or structural faults as per operation and maintenance manuals. Advise subordinates on the remedial actions required to correct faults and alarms. Develop and update monthly water production reports. Collect water samples in accordance to the water sampling programme, perform water quality analysis. Monitor water supply system daily via the telemetry system. Perform water and chemical mass balance calculations and treatment process and plant optimization. Ensure that all Occupationally Health and Safety protocols are adhered to, Provide the Supervision of subordinates by controlling their daily activities. Provide in-service training and or job training of student /learnership candidates assigned at the plants for practical experience. Attend stakeholder's meetings and forums.

Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualifications for the attention of Acting Director Corporate Services, Private Bag X1005 Balfour 2410 or hand deliver applications in the Application box at Dipaleseng Local Municipality Offices at Corner Johnny Mokoena and Themba Shoji Street, Balfour, 2410, on or **before 09 September 2021**. **NB:** No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Snr. HR Officer, Thulani Mahlangu on 017 004 0027.

Applications who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment.

The Municipality subscribes to the principles of Employment Equity and candidates from the designated group as defined in the Act will receive preference



Ms. NB. Khanye
Acting Municipal Manager

Date: 20/08/2021