



HARRY GWALA DISTRICT MUNICIPALITY

Harry Gwala District Municipality, situated at 40 Main Street Ixopo, within the Province of KwaZulu-Natal, invites applications from suitably qualified dynamic and mature candidates whose background and experience match these challenging and exciting positions.

WATER SERVICES DEPARTMENT

SUPERINTENDENT (RETICULATION SERVICES)

Salary Grade: (D4) R448 131.64 - R487 274.00 p.a.
(Plus applicable benefits) • Ref No. WAT J/5/5/4/2/1

Requirements: • Grade 12/Matric • Plumbers Trade Test Certificate • 4 years' experience in reticulation services of which two years must be at a Supervisory Level • Must be computer literacy (proof must be attached) • A valid motor vehicle driver's licence.

Key performance areas: • Inspect and/or analyse reports with respect to plant and system performance and determines the applicability of corrective measures and/or changes to operating parameters • Report and seek approval and guidelines on specific deviations in plant and system functionality from the immediate superior and implementing adjustments • Assessing pipes condition and the status of predictive and planned maintenance interventions, reporting breakdowns and/or communicating urgent repair work necessary to restore functionality • Monitor/oversee and verify meter calibration (in terms of SANAS requirements), compile master Certificates on meter calibration, and compiling statistics on performance and meter related problems • Interact with personnel with respect to the availability/non-availability of materials necessary for scheduled works, communicate with the immediate superior on material/stock availability or alternatives and/or reschedule work programmes to prevent delays • Control predictive and routine maintenance activities, monitor application and progress against deadlines of internal maintenance teams • Monitor and correcting applications pertaining to the identification, inspection, isolation and repair to system and control components, pipelines, etc. and confirming through tests system functionality prior to approving the commencement of restoration sequences to return the repair site to normality.

BUDGET AND TREASURY OFFICE

ACCOUNTANT: SALARIES

Salary Grade: (D2) R367 313.39 - R399 361.97 p.a.
(Plus applicable benefits) • Ref No. BT/J/ 5/5/4/2/1

Requirements: • Grade 12/Matric • NQF Level 6/7 in Financial Management or relevant qualification • 3 - 4 years' experience dealing with Payroll using Pay Day System • A valid motor vehicle driver's licence.

Key performance areas: • Analyse Payroll recording processes referring to information detailed in supporting documentation (letters of appointment, time sheets, etc.) and resolving deviations from processes • Providing support with regards to the consolidation of Payroll transactional information to facilitate the provision of information for the Financial Statements • Prepare statistical reports depicting short to medium term Payroll expenditure trends inclusive of explanations to support specific deviations • Interact with the internal/external auditors and makes available information, supporting documentation and proofs of approval guiding specific allowances, adjustments and allocation of Payroll processes • Reconcile Payroll-related payments (PAYE, medical aids, pension.) Proceed with the posting and balance of ledger accounts • Calculate, using specific formulae and procedures, to determine statutory payments due (PAYE, etc.) and verify payments against transactional information • Attend to queries related to the payment of benefit calculation, i.e. Pension Funds, Housing Payments, Receiver of Revenue, etc. • Integrate Payroll transaction form Payday to the main financial system on a monthly basis • Reconcile of all payroll related transaction to the general ledger.

CORPORATE SERVICES DEPARTMENT

GENDER OFFICER

Salary Grade: (C5) R297 642.54 - R323 737.42 p.a.
(Plus applicable benefits) • Ref No. COP/J/ 5/5/4/2/1

Requirements: • Grade 12/Matric • NQF Level 6 in Public Management or relevant qualification • Relevant two years' experience in gender issues in Local Government as well as facilitation, consultation and coordination skills or relevant experience • Computer literacy • A valid motor vehicle driver's licence.

The ideal candidate must: Be informed and able to implement legislative mandates relative to Gender Programmes, must be able to interpret information/data, relay instructions or clarification to Local Municipal Gender Forums and outside the Municipality to other cohorts, must be able to prepare reports.

Key performance areas: • Plan and coordinate the implementation of procedures, systems and controls related to the receiving, updating and recording of information and activities associated with gender issues • Monitor the progress of gender programmes/initiatives and consolidate information • Liaise with Provincial and National Gender Commission/ Forums through correspondence and meetings to gather information on relevant programmes and joint ventures • Coordinate the implementation of funding policies for gender programmes by establishing a Fundraising Committee at Ward Level • Access and use available resources through ongoing advocacy and lobbying at Provincial and National Departments • Network with other Stakeholders (Government Departments and NGOs) for the implementation of gender programmes within the Municipality and attend events when required • Successfully communicate gender initiatives, programmes/projects and policies • Ensure linkage of Gender National, Provincial and Local Programmes in line with gender machinery goals and objectives.

OFFICE OF THE MUNICIPAL MANAGER

SENIOR INTERNAL AUDITOR

Salary Grade: (D4) R448 131.64 - R487 274.00 p.a.
(plus applicable benefits) • Ref No. MM/J 5/5/4/2/1

Requirements: • Grade 12 (Matric) • NQF 6/7 Level in Internal Auditing/ Auditing/Financial Accounting or relevant qualification • Plus at least three (3) years' experience in the auditing field which two must be a Supervisory experience in the Auditing field • Professional registration with the Institute of Internal Auditors South Africa (IIASA) will be an added advantage • A valid motor vehicle driver's licence.

Skills and knowledge: • Interpersonal relation and communication skills • Computer literacy, project management • Report writing, research, business process re-engineering, decisiveness and assertiveness, lateral and innovative/analytical thinking • Effective problem solving skills due to professional care • High standards of honesty, objectivity, diligence and loyalty • Knowledge of financial management, presentation and facilitation • Knowledge of application and interpretation of legislations, staff motivation and dispute resolution • Good understanding of GRAP and IIA standards as well as code of ethics, adequate understanding of MFMA, Public Service Regulation Framework and Risk Management.

Key performance areas: • Facilitating the assessment of economy, efficiency and effectiveness of operations within the Municipality • Preparing an Audit Planning Memorandum for all audit assignments for review and approval by the Director: Internal Audit and prepare the Audit Planning Memorandum • Analyse the results of the overall analytical review of management data and concluding on the impact of risk and materiality • Provide input in the allocation of internal audit staff based on their skills and experience as well as the perceived complexities of the task assigned • Planning for all the audits on the annual internal audit plan which includes documenting system description, audit programs, working papers • Identify risk and controls and perform process analysis on the system description documented • Evaluate test results and recommend corrective measures • Ensure the effectiveness of the audit team • Analyse and interpret financial statements • Performing follow-up audits and reviewing follow-up audit working papers prepared by auditors • Interpret objectives of the Unit and execute action plans, monitor and report on effective execution of those plans.

INTERNAL AUDITOR (3 POSTS)

Salary Grade: (C5) R297 642.54 - R323 737.42 p.a.
(plus applicable benefits) • Ref No. MM/J/ 5/5/4/2/2

Requirements: • Grade 12 (Matric) • NQF 6/7 Level in Internal Auditing/ Auditing/Financial Accounting or equivalent relevant qualification • 2 years' experience in Auditing or Internal Auditing • Professional registration with the Institute of internal auditors South Africa (IIASA) will be an added advantage • A valid motor vehicle driver's licence.

Skills and knowledge: • Lateral and innovative/analytic thinking • High standard of honesty, objectivity, diligence and loyalty • Computer literacy • Interpersonal relations and communication • Knowledge of financial management and report writing • Good understanding of GRAP and IIA standards as well as code of ethics, adequate understanding of MFMA, and other applicable legislations in Local Government.

Key performance areas: • Conduct the internal audit and verify compliance according to contracts, applicable legislation, generally acceptable accounting practices and auditing standards • Prepare of financial and operational reports, comparing previous month's results/outcomes to current months for submission to the Head of the Department • Assist in planning for the Audits as per the annual Internal Audit Plan • Document all relevant systems, procedures, operations, transaction, flows and activities identified by the audit plan • Check and verify employee identification against source documentation, i.e. Letter of Appointment, pay rate, etc. and ensure calculations are correct • Sourcing and searching legislative requirements and discussing with the immediate superior, the structure of the plan and programme • Interact with the relevant Departments to review functional systems and their compliance aspects related to controls, risks, accounting procedures and practices, performance management and loss control for inclusion in the plan and programme • Report on weaknesses on the systems of internal control and make recommendations to management • Conduct follow up audits on completed assignments.

Enquires should be directed to: The Human Resources Unit, on tel. (039) 834 8756/5504/8752/.

NO FAXED OR E-MAILED APPLICATIONS WILL BE ACCEPTED.

Applications must be submitted with an Application Form which can be found on our website: www.harrygwalaadm.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications and driver's licence must be addressed to: The Municipal Manager for attention: Miss N. Lungwengwe, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, Ixopo, 3276, to reach us no later than the 28 June 2019 by not later than 15h00.

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: Canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

N.B applications that are submitted without Harry Gwala District Municipality application form will not be considered.

MRS A.N. DLAMINI: MUNICIPAL MANAGER