



EMADLANGENI MUNICIPALITY

Emadlangeni Municipality, as an equal opportunity, affirmative action employer, with its legislative and executive seat in Utrecht, invites suitably qualified candidates to apply so as to fill the following vacant position:

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

POSITION: RISK AND COMPLIANCE OFFICER

Salary: R260 287,32 per annum

Requirements:

- B Com Degree in Accounting/ Auditing / Risk Management or equivalent
- 2 – 3 years' experience in Risk Management or Internal Auditing experience in local government sphere.
- A valid driver's licence

Added advantage

- Membership with Institute of the Internal Auditors or Risk Management professional body.

Reporting directly to the Senior Internal Auditor, the successful candidate will perform, among other things, the following duties:

- Develop, coordinate, monitor and implement Municipal Risk Management strategies and plans
- Develop, maintain and executing a comprehensive process for identifying, assessing, mitigating, monitoring and reporting on risks that may impact on departmental and organizational performance
- Conduct organizational risk management workshops and meetings and compilation of risk registers on annual basis.
- Develop Municipal risk management related policies and procedures including fraud prevention strategy, detection and reporting
- Facilitate the process of fraud awareness, fraud risk identification level
- Facilitate resolution of performance audit queries.
- Coordinate the Municipal Risk and Fraud Committee

Detailed CV may be forwarded to the Municipal Manager: Emadlangeni Municipality, 34 Voor Street: Utrecht: 2980 or P.O. Box 11, Utrecht: 2980.

For further information, you may contact the Human Resource Office at 034–331 3041.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 30 days from the closing date, you should consider your application as having been unsuccessful.
- The Department: Corporate Services will not take responsibility for information not mentioned in application.
- **NO** late applications will be accepted.
- **NO** e-mailed or faxed documents will be accepted.
- The Department: Corporate Services will not be held responsible for lost application unless proof of submission can be supplied.
- **NO** application shall be considered without certified copies of the original documents.
- Emadlangeni Municipality adheres to the provisions of the Employment Equity Act to ensure the representivity through the process of affirmative action.
- Reference checks will be done.
- Only Foreign qualifications accredited by the South African Qualification Authority will be considered.
- **No recruitment agency contracted by Emadlangeni Local Municipality. Applicants shall be vigilant about scammers calling using own cellphone offering jobs on behalf of the Municipality. The Municipality will conduct recruitment and selection without involving any agency and the municipality request applicants to report scammers to SAPS.**

CLOSING DATE: 28 May 2021


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MR.S. S DE KLERK
ACTING MUNICIPAL MANAGER