

EMAKHAZENI LOCAL MUNICIPALITY

VACANCY

Emakhazeni Local Municipality consists of four units of service namely, Emakhazeni, Dullstroom, Emgwenya and Entokozweni. The municipality is responsible for providing basic services to eight (8) wards, many of which are rural in character. Emakhazeni Local Municipality needs the services of a competent, motivated person with the necessary qualifications and experience for the following vacancy, to assume duties as soon as possible.

DEPARTMENT	:	OFFICE OF THE MUNICIPAL MANAGER
POSITION	:	DEPUTY MANAGER: IDP & LED
SALARY	:	R406 395.84 per annum plus travelling and cell phone allowance
REQUIREMENTS	:	A Bdegree/ National Diploma in Development Planning and Management or equivalent. At least three (3) years relevant experience or experience in Local Government. A valid code 08 driver's license & own vehicle will be an added advantage
DUTIES	:	Responsible for development and implementation of the process plan for IDP process to ensure the drafting/ review of the municipality's IDP as required by Legislation. Facilitate the development/ review of the IDP. Conduct public participation process as per IDP process plan. Facilitate and draft Service Delivery Schedule (SDS) for the Service Delivery and Budget Implementation Plan to effect and ensure the implementation of the IDP Development Strategies. Assist with identification of KPA's and development of the performance agreements of Senior Management in terms of performance agreement of the IDP. Participate and contribute in strategic Management functions of management. Facilitate internal and external communication i.t.o. IDP process and plan to ensure that important information in terms of the process reach the correct target groups in time. Participate and contribute in Inter-Governmental alignment to ensure Inter-Government alignment of programs, projects and resources. Facilitate, draft and submit strategic reports to deliver on obligations of reporting as required by law and/ or requested by such departments from time to time for the purpose of their operations. Participate in institutional development and transformation processes to ensure a developmental organization and strategic services delivery, including policy development, research & budgeting. Ensure alignment of the IDP to the Municipal Budget. Facilitate the establishment and growth of small businesses. Organize skills development initiatives for potential entrepreneurs. Assist in promotion of SMME'S image for investment and tourist purposes and other development strategies. Ensure co-ordinate of SMME development in line to the broader IDP. Responsible for management of the unit. Responsible for the Local Economic Development (LED). Perform any other duties that maybe assigned by the Head of Department or his/ her designate.
BENEFITS	:	All benefits applicable to a category 2 Municipality

Note: Emakhazeni Local Municipality is an equal opportunity employer and considering Employment Equity, women candidates and people living with disabilities are encouraged to apply.

Application forms are available at all Municipal Offices in Emakhazeni, Entokozweni, Dullstroom and Emgwenya, and should be addressed to:

The Manager Corporate Services
P.O. Box 17
BELFAST
1100

Enquiries: Mrs.T.J. Shoba/ Mrs. Spokazi Matsane/ Mrs. A.J. Skosana@ (013) 253 7600

CLOSING DATE: 25 JANUARY 2019 @12:00

If you do not hear from us by 28 February 2019 consider your application not successful.
The municipality reserves the right to appoint or not to appoint any person.

MRS. E.K. TSHABALALA
MUNICIPAL MANAGER

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DEPARTMENT	:	OFFICE OF THE MUNICIPAL MANAGER
POSITION	:	RISK OFFICER
SALARY	:	R199 441.32 per annum
REQUIREMENTS	:	A Bachelors degree/ National Diploma in Accounting or Internal Auditing or Equivalent qualification. At least 2-3 years relevant experience. Knowledge of legislation that governs Municipalities. A valid driver's license will be an added advantage.
DUTIES	:	Develop risk management programs for the Municipality including but not limited To: Compilation of Strategic and Operational risk management assessments, risk Related policies. Develop risk management process and fraud risk strategy. Facilitate the risk Auditors and other structures. Coordinate and conduct compliance audit on risk management strategy. Conduct workplace risk and fraud awareness. Assist senior management to establish and communicate the organization's risk management object and direction. Assist management with integrating risk management with strategy development process. Assist management to develop and communicate risk management policies and risk limits. Conduct regular risk assessment across the organization. Developing risk management plans based on a portfolio or risk identified. Monitoring, evaluating and reporting on compliance to risk management protocols and plans. To perform any other duties that may be assigned by the Head of Department or his/ her designate.
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