

Umzimkhulu



Municipality

169 Main Street

P.O.Box 53

Umzimkhulu 3297

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PROVINCE OF KWAZULU-NATAL

KZN435

KZN435/12/13/010/CORP

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidate for the under mentioned challenging position

1. **TRAFFIC OFFICER (PL3)**

MINIMUM REQUIREMENTS

- MATRIC
- TRAFFIC OFFICERS DIPLOMA
- UNDERSTANDING OF TRANSPORT LEGISLATION /NRTA 93/96 EXAMINER OF DRIVING LICENCE (K53)
- COMPUTER LITERATE
- REGISTERED AS A TRAFFIC WITH RELEVANT TRAFFIC BODIES
- 3 YEARS EXPERIENCE AS A TRAFFIC OFFICER

KEY PERFORMANCE AREAS

- Regulate and control traffic upon any public road
- Inspect or test any part and functioning of any vehicle and equipment with a view to ascertaining whether such vehicle comply with the provision of the act
- Exercise or perform any power and duties conferred upon an inspector of licences in terms of section 8
- Attend to emergencies motor vehicle accident and incidents and disaster ,conduct escorts VIP and abnormal load and all other related duties
- Enforce the law in terms of NRTA93/96 and the by laws of municipality and the by laws of municipality

KNOWLEDGE SKILLS AND COMPETENCY

- Communications skills.
- Interpersonal skills.

- Ability to work under pressure and long hours.
- People management skills.

2. CHIEF RISK OFFICER (PL 1)

MINIMUM REQUEMENTS

- Bachelor degree or National Diploma in Commerce, majoring in accounting/auditing /internal auditing
- Drivers licence
- At least five (5) years' experience at a supervisory level within the risk management and /or internal auditing field.
- Certificate in risk management and membership within institute of risk management in south will be an added advantage
- Knowledge and skills: in depth knowledge of the corporate governance, risk management MFMA and other applicable local government prescripts.
- Programme and project management, financial management, change management problem solving and analysis.
- The candidate should have extensive negotiations skills and must display the following decisiveness, strategic thinking, relationship management, human relations, good communication (written and oral) skills knowledge of reporting formats ,planning, organising, designing, control and implementing .

KEY PERFORMANCE AREAS/DUTIES:

- Working with senior management to develop the overall enterprise risk management vision risk management strategy, risk management policy, as well as risk appetite and tolerance levels for approval by the accounting officer.
- Facilitates annual risk management assessments and risk assessments.
- Liaises closely with the internal audit to develop a risk based audit plan and management assurance plans,
- Assist in compiling risk register for all functional arrears at strategic and operational levels.
- Compiling the necessary reports to the risk management committee, communicates with the provincial treasury, audit committee and the risk committee regarding the status OF ERM

- Providing input in to the development and subsequent review of the fraud prevention strategy business continuity plans, occupational health, safety and environmental policies and practices, and disaster management plans.

3. INFORMATION TECHNOLOGY INTERN

MINIMUM REQUIREMENTS

- Matric
- National Diploma In Information Technology

KEY PERFORMANCE AREAS

- Assist with tasks required by administration staff from time to time.
 - Perform on going performance tuning, hardware upgrades, and resource optimization as required.
 - Ensuring that users comply with policies at all times.
 - E-mail anti –virus and security administration and support to all users, assemble hardware and install machines with current operating system co -ordinate and deliver the installation on site.
- Perform on going performance tuning, hardware upgrades, and resources optimization as required

CLOSING DATE : 24 JANUARY 2013

Enquiries can be directed to the corporate services manager .no fax or email application will be accepted. UMzimkhulu municipality is an equal opportunity employer with strong gender bias, woman and disabled candidates are encourage to apply

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MR Z.S. SIKHOSANA

MUNICIPAL MANAGER.

All applications with comprehensive curriculum vitae , application letter , certified copies of education qualification must be addressed to:

The Municipal Manager

Attention; Corporate Services Manager (MS N.N.NDUKU)

UMzinkhulu Municipality

P.O.BOX 53

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