



UMzimkhulu Municipality

PROVINCE OF KWAZULU-NATAL

KZN 435

KZN435/17/18/017/CORP

The UMzimkhulu Local Municipality is an equal opportunity employer and requires the services of suitable candidates to be appointed for the following positions.

INTERNAL AUDIT OFFICER

Salary: R183 949.20 p.a.

Minimum requirements: • Grade 12 /Matric • Three year qualification in Internal Auditing/Risk Management (Bachelor's Degree/Diploma) • 2 years' experience related to auditing.

Key performance areas: • Collate information from reports and documentation for audit assignments through retrieval/filing of audit related documentation • Prepare quarterly management reports, compile Audit Committee Agenda and submit to the Manager: Internal Audit for review • Monitor compliance with administrative and report requirements and activities specific sequences/provide direction to personnel on resolution of referred problems • Advise and consult with the Directorate's Officials independently or in conjunction with the Manager: Internal Audit at various functional levels to guide them on specific aspects of control and/or the audits being conducted in the areas of responsibility • Determine critical risk areas and audit criteria from the preliminary survey and the level of tests to be performed prior to preparing an audit programme.

Knowledge, skills and competence: • Knowledge of the institute of internal auditing standards, MFMA and other relevant Acts • Computer literacy • Ability to communicate at different levels • Ability to work under pressure audit planning • System documentation • Develop audit objectives.

FIRE FIGHTER

Salary: R155 426.14 p.a.

(Allowances: danger, shift and standby allowance)

Minimum requirements: • Grade 12/Matric • International Accreditation Fire Fighter 1& 2 Certificate, Hazmat Operations, Hazmat Awareness and First Aid Level 3/B.A.A. • 6 months to 1 year experience as a Fire fighter will be an added advantage • Good communication skills (written & verbal) • Required to pass medical and physical test • Code 08 driver's licence.

Key performance areas: • Make preliminary evaluation of incident based on alarm information received (e.g., alarm type, structures, etc.) • Proceed to assigned apparatus upon receipt of call for service, don personal protective equipment before and at emergency scenes, receive information (e.g. regarding the assignment of personnel and apparatus) from the officer in the command upon arrival at the emergency at the scene • Relay orders from superior officers at emergency scene. In addition to emergency response, duties will also include the Disaster assessments, the maintenance of the plant, equipment, building, etc.

INTERNAL AUDIT INTERNSHIP

• Duration two (2) years contract • Salary: R65 088.00 p.a.

Minimum requirements: • A Bachelor's degree/National Diploma with at least two of the following as a major subjects: Internal Auditing, Auditing, Financial Accounting and Risk Management.

Key performance areas: • Assist in conducting audits projects • Assist in preparation and seating's of MPAC, Audit Committee, and Risk Committee meetings • Assist in the administrative support to both Internal Audit and Risk Management • Assist in in facilitation of risk assessments • Assist in monitoring of compliance to laws and regulations • Assist in fraud prevention processes.

SPU (SPORT MANAGEMENT) INTERNSHIP

• Duration one year contract • Salary: R36 000.00 p.a.

Minimum requirements: • Degree/Diploma Sport Management/Community Development.

Key performance areas: • Coordinate the Mayoral Cup tournament and Golden Games around uMzimkhulu Municipality • Assist the needy students with tertiary registration fee assistance • Assist in the coordination of the Youth Day activities within uMzimkhulu Municipality celebrations event • Assist in various duties that are allocated at the sport management office.

Applications for the above posts must be submitted with Curriculum Vitae, application letter, certified copies of education qualification must be addressed to: Attention: Corporate Services Manager (Ms N.N. Nduku), UMzimkhulu Municipality, P O Box 53, UMZIMKHULU 3297 **or hand delivery to:** 169 Main Street, UMzimkhulu Municipality Old Vuilding to the Corporate Services Manager.

CLOSING DATE: 21 FEBRUARY 2018.

Enquiries can be directed to: The Corporate Services Manager, tel: (039) 259 5019.

No faxed or e-mailed applications will be accepted.

Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof will be disqualified with immediate effect.

The UMzimkhulu Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability, people with disabilities are encouraged to apply and state their disability.

Z. S. SIKHOSANA - MUNICIPAL MANAGER

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