

UMzimkhulu



Municipality

Tel: (039) 259 5000/5300
Fax: (039) 259 0427

169 Main Street
Private Bag 53
UMzimkhulu 3297

Email: info@umzimkhulum.gov.za

PROVINCE OF KWAZULU-NATAL

KZN 435

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

1. INTERNAL AUDIT OFFICER (PL 3)

Salary 113 028.00

MINIMUM REQUIREMENTS

- MATRIC
- THREE YEAR QUALIFICATION IN INTERNAL AUDITING/AUDITING, (BACHELORS DEGREE /DIPLOMA)
- 2 YEARS EXPERIENCE RELATED TO AUDITING

KEY PERFORMANCE AREAS:

- Collating information from reports and documentation for audit assignments through retrieval/filling of audit related documentation.
- Preparing quarterly management reports, compiling Audit Committee Agenda and submitting to the Manager: Internal Audit for review.
- Monitoring compliance with administrative and reporting requirements and activities specific sequences/provide direction to personnel on resolution of referred problems.
- Advising and consulting with the Directorate's Officials independently or in conjunction with the Manager: Internal Audit at various functional levels to guide them on specific

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aspects of control and/or the audits being conducted in the areas of responsibility.

- Determining 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 of audit objectives

2. PUBLIC PARTICIPATION OFFICER (PL2)

Salary: 179 999.00

MINIMUM REQUIREMENTS:

- MATRIC
- THREE YEAR QUALIFICATION IN PUBLIC ADMINISTRATION (BACHELORS DEGREE OR DIPLOMA)
- CODE EB DRIVERS LICENSE
- 2-3 YEARS RELEVANT EXPERIENCE

KEY PERFORMANCE AREAS:

- Co-ordinates and controls activities and key deliverables associated with the Constituency and Outreach Programs through the provision of input into the communication strategy.
- Interacting and maintaining key contacts with a view to promoting public participation

exposure and interest in the relevant programs/ events of the Municipality.

- Executing planned interventions and initiatives to support Ward Committees on Public Participation initiatives.
- Controls the critical key performance areas of the functionality and provides input into the broader Constituency & Outreach programme objectives.
- Coordinates specific administrative and reporting requirements associated operational key performance and result indicators.

3. DEMAND AND ACQUISITION OFFICER (PL3)

Salary: 113 028.00

MINIMUM REQUIREMENTS:

- MATRIC
- A NATIONAL DIPLOMA OR DEGREE IN SUPPLY CHAIN MANAGEMENT OR EQUIVALENT
- COMPUTER LITERACY-OFFICE APPLICATIONS
- CODE EB DRIVING LICENSE
- 2-3 YEARS RELEVANT EXPERIENCE

KEY PERFORMANCE AREAS:

- Co-ordinates and controls processes and associated with the procuring of products and/or specific services.
- Co-ordinates and controls the application of procedures in respect of procurement and/or purchasing sequences.
- Communicating and establishing the capacity and capability of suppliers to meet

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specific requirements.

- Interacts with suppliers/vendors and, evaluates and determines conformity with Councils procurement Policy and Guidelines.
- Performs specific administrative tasks/activities associated with the functionality.

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

The Municipal Manager

Attention: Corporate Services Manager

UMzimkhulu Municipality

P.O.BOX 53

UMZIMKULU

3297

Or hand delivery to 169 Main Street uMzimkhulu Municipality old building to the Corporate Services Manager.

CLOSING DATE: 26 APRIL 2013

ZS SIKHOSANA

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MUNICIPAL MANAGER