

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhulum.gov.za
Tel: (039) 259 5000/5300
Fax: (039) 259 0427

CORPORATE SERVICE DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

ADVERTISEMENT

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

FIRE FIGHTER

SALARY: R155 426.14 PER ANNUM

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
- 6months -1 year experience as a fire fighter will be an added advantage
- Good communication skills (written & verbal)
- Required to pass medical & physical test
- Code 08 driver's license.

KEY PERFORMANCE AREA

- Make preliminary evaluation of incident based on alarm information received (e.g., alarm type, structures, etc.).
- Proceeds to assigned apparatus upon receipt of call for service, Dons personal protective equipment before and at emergency scenes, Receives information (e.g. regarding the assignment of personnel and apparatus) from the officer in the command upon arrival at the emergency at the scene.

- Relays 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 OFFICER

SALARY 183 949, 20 PER ANNUM

MINIMUM REQUIREMENTS

- GRADE 12 /MATRIC
- THREE YEAR QUALIFICATION IN INTERNAL AUDITING/ RISK MANAGEMENT (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 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

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- Computer literacy
- Ability to communicate at different levels
- Ability to work under pressure audit planning
- System documentation
- Develop of audit objectives

INTERNAL AUDIT INTERNSHIP

DURATION TWO (2) YEARS

SALARY R65 088.00 PER ANNUM

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 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

SALARY R36 000.00 PER ANNUM

DURATION ONE YEAR CONTRACT

MINIMUM REQUIREMENTS

- DEGREE/DIPLOMA SPORT MANAGEMENT /COMMUNITY DEVELOPMENT.

KEY PERFORMANCE AREAS:

- Co-ordination of the Mayoral Cup tournament and Golden Games around uMzimkhulu municipality.
- Assisting needy students with tertiary Registration fee assistance
- Assist in the Co-ordination of the Youth Day activities within uMzimkhulu municipality celebrations event
- Assisting in various duties that are allocated at the sport management office.

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

The Municipal Manager

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

UMzimkhulu Municipality

P.O.BOX 53

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Or hand delivery to 169 main street uMzimkhulu municipality old building
to the Corporate Services Manager

CLOSING DATE : 21 FEBRUARY 2017

UMzimkhulu municipality is an equal opportunity employer with strong
gender bias, woman and disabled candidates are encourage to apply
Canvassing support from municipal officials and councilors 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.

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Mr Z.S. SIKHOSANA
MUNICIPAL MANAGER.