



Inkosi LangaLibalele

### **INKOSI LANGALIBALELE LOCAL MUNICIPALITY**

The Inkosi LangaLibalele Local Municipality is an equal opportunity employment organization; hence preference will be given to previously disadvantaged groups. Women and people living with disabilities are also encouraged to tender their applications. Applications are awaited for the above position.

The advertised salaries are subject to the outcome of the job evaluation of each post by the South African Local Government Bargaining Council's TASK Job Evaluation Committee.

#### **Fringe Benefits**

Normal fringe benefits: 13<sup>th</sup> cheque, Annual leave, Housing Subsidy, Medical Aid, Pension Fund.

**EXECUTIVE MANAGER: OFFICE OF THE MUNICIPAL MANAGER  
(DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER)  
PERMANENT POSITION**

**Salary: R654 027, 70 per annum.**

#### **Educational Requirements.**

- Bachelor's degree in social science, Public Management or other relevant and equivalent qualification.
- Five years' experience at a middle management level preferable in local government environment.
- A valid driver's license.
- A Certificate in Municipal Finance Management Program shall be an added advantage.

#### **Responsibilities.**

- Ensuring that the office of the Municipal Manager is properly geared to optimally perform in accordance with the provisions of Section 55 of the Municipal Systems Act, 2000.
- Assists the Municipal Manager in the development of economical, effective and accountable administration.
- Formulates and influence short-, medium- and long-term service delivery plan to deliver on municipal strategies and goals.
- Manage the human resource of the Office of the Municipal Manager in a highly strategic manner so that the labour peace is ensured and disputes are minimized.
- Develops and implements appropriate operational systems and controls to enhance good cooperative governance and financial management.

**MANAGER: HUMAN RESOURCES MANAGEMENT  
(DEPARTMENT: CORPORATE SERVICES)  
PERMANENT POSITION**

**Salary: R511 248,96 per annum.**

#### **Educational Requirements.**

- Bachelor's Degree in Human Resources, Labour Relations, Public Management or other relevant qualifications.
- 3 years' experience in Human Resources preferably in Municipal environment.
- Valid driver's license.
- Computer Literacy
- MFMP will be an added advantage.

#### **Responsibilities.**

- Researches and develops strategic and short-term plans for human Resources Functionality.
- Co-ordinates and control procedures and research sequences associated with Disciplinary and Grievance cases and enquiries.
- Prepares and present the Municipality in cases referred for Conciliation/ Arbitration.
- Directs and controls the Key Performance Indicators and outcomes of personnel within the Human Resources section.
- Manages and controls organisational change and development through the formulation of specific policies and procedures and forwards/ presents to the General Manager: Corporate Services / Councils Committees.
- Implements Human Resources communication strategies aimed at creating awareness and / or seeking acknowledgement.
- Plans, leads and directs the Training and Development functionality.
- Manages and control procedures and processes associated with maintaining employment relations and industrial peace.
- Manages the scope and procedural administrative requirements and reporting deadlines associated with the functionality.
- Assist with recruitment and selection.

**RISK MANAGEMENT OFFICER  
(DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER)  
PERMANENT POSITION**

**Salary: R328 027,20 per annum.**

#### **Educational Requirements.**

- National Diploma in Risk Management/Auditing or Accounting
- A minimum of two years proven track record in managing risk.
- A valid driver's licence.

#### **Responsibilities.**

- Develop risk management strategies for the Municipality and ensuring alignment with the overall Municipal strategy.
- Assist the Council in formulating the Municipal risk appetite and monitor risk positions against the stated risk appetite
- Ensure the Municipality's regulatory compliance and report deviation thereof.
- Establish the Municipal Risk Management Framework focusing on integrated and comprehensive management of risks.
- Ensure that departments focus on established major risk types, for example, credit, supply chain management, human resources, operational risk, compliance and financial crime, etc.
- Ensure that the risk frameworks are developed appropriately and emerging risks facing the Municipality is established and develop responses for these risks.
- Develop risk response processes, including contingency, business continuity and emergency funding programs.

**INTERNAL AUDITOR X2  
(DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER)  
PERMANENT POSITION**

**Salary: R328 027,20 per annum.**

**Educational Requirements.**

- National Diploma in Internal Auditing or relevant and equivalent qualifications.
- A minimum of two years proven experience in internal auditing environment.
- A valid driver's licence.

**Responsibilities.**

- Monitor applications, procedures and processes associated with financial and administrative applications.
- Ensure that the procedures, systems and controls are of minimizing and/or eliminating incidence of judgemental and applications error or non-conforming actions.
- Co-ordinates the implementation of audit investigative processes to determine irregularities on non-compliance.
- Ensure that a consistent and valid method is used in the audit determination process and that findings are professionally formulated to facilitate the interpretation.
- Coordinate process and procedures to determine the Municipality's exposure to operational and compliance risks.
- Disseminates guidance and information on specific key performance areas and requirements associated with audit program and procedures.
- Attends to the Municipality's administrative recording, reporting and records keeping requirements and procedures.

**BUILDING CONTROL OFFICER  
(DEPARTMENT: PLANING AND DEVELOPMENT SERVICES)  
PERMANENT POSITION**

**Salary: R328 027,20 per annum.**

**Educational Requirements.**

- National Diploma in Architectural Sciences, Civil Engineering or Quantity Surveying.
- A minimum of two years' experience in similar environment.
- Valid Driver's License.

**Responsibilities.**

- Make recommendations regarding the plans, specifications, documents and information submitted in accordance with Section 4 (3) of the National Building Regulations and Building Standards Act.
- Undertake specific tests at various stages of building construction to check tolerances, measuring and determining conformity to building specification at various stages of building construction.
- Issue compliance notices to facilitate the demolition of illegal constructions and/ or corrective measures necessary to address encroachments and aesthetics of buildings.
- Perform tasks associated with checking and verifying design details and construction specification detailed on building plans with regulations prior to approval.
- Responsible for administration of tasks and activities associated with updating, maintenance of records and information on work in progress and completed works.

**ENQUIRIES:** To be directed to the Human Resources Officer, Mr NE Sikhakhane at 036 342 7800.

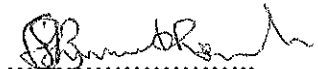
**Closing Date: 26<sup>th</sup> June 2023 at 10h00**

**Note to Applicants:**

1. Due to a number of applications envisaged to be received, applicants who don't receive response from us within 3 months please consider your application as unsuccessful.
2. A comprehensive CV must be accompanied by a covering letter quoting the notice number and the post applied for. The certified copies of the Identity Document (ID), Driver's License and copies of qualification must be attached to the advert.
3. Canvassing to councilors or officials is not permitted and proof thereof will result in disqualification.
4. No subsistence and traveling allowance will be paid to applicants called for interviews.
5. The Municipality reserves the right to conduct the reference check as well as not to make any appointments.
7. A comprehensive Curriculum Vitae may be hand delivered to Registry Office (Room 31) or posted to The Municipal Manager. Inkosi Langalibalele Local Municipality, P.O. Box 15, Estcourt, 3310 Civic Buildings, Victoria Street. Tel. 036-342 7800

**NOTICE NO: 31/ 23**

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**SB MTHEMBU**  
**MUNICIPAL MANAGER**