

NDLAMBE MUNICIPALITY

PORT ALFRED



**CONTRACTUAL VACANCY: RISK AND MPAC OFFICER (2 YEAR FIXED CONTRACT) ON TASK
GRADE 13 OF A CATEGORY 3 LOCAL AUTHORITY (SALARY SCALE: R 433 826 – R 563 105 pa)**

Applications are invited from persons who consider themselves suitably qualified for the above position for two (2) year fixed contract.

REQUIREMENTS:

- Minimum qualification of National Diploma/B Degree in Internal Auditing, Risk Management, Management Accounting
- Minimum of 5 to 7 years relevant experience with extensive knowledge of Local Government environment.
- Valid code 08 driver's license without any endorsement,
- Be prepared to work long hours

DUTIES: KEY PERFORMANCE AREAS

- Developing, maintaining and implementing risk management processes through the risk management policy, framework, policy statements, risk plan and risk policy which includes credit risk, operational risk, treasury risk, financial risk.
- Facilitating risk identification and assessments to develop and ensure the implementation of risk management processes through identifying best practice technology, receiving updates and advice from experts/ professionals and overcoming security problems.
- Identifying potential breakdowns in internal controls and corporate governance that could have the potential to compromise Municipality.
- Coordinating education and awareness campaigns on risk management to promote a risk management culture and capacity on risk management through facilitating orientation and training for the Risk Management Committee/ relevant stakeholders.
- Be responsible for the whole value chain of Risk Management.
- Co-ordinate the establishment of the Disciplinary Board
- Co-ordinate and submit relevant reports to the board
- Assist in compilation of report for the disciplinary board
- Co-ordinate the administrative functioning of MPAC
- Assist on all delegated functions and report to MPAC
- Report Council resolutions relating to MPAC and facilitate execution
- Assist MPAC with preparation of oversight report for submission to Council as legislated
- Any other reasonable duties that may be delegated from time to time.

To apply, please send your C.V, certified copies of qualifications, ID document, cover letter, and driver's license (***including details of at least 3 contactable references with email addresses***) to the *Human Resource Unit*, Ndlambe Municipality, P.O. Box 13; Port Alfred, 6170 OR Hand deliver at HR Offices at 01 Causeway Road, Civic Centre, Port Alfred. Application forms are downloaded on the Municipal website www.ndlambe.gov.za. Please note that no late submission, faxed or emailed applications will be considered.

For enquiries kindly contact the Human Resources Section at 046 604 55 00. The closing date is Tuesday,25 February 2025.

Employment Equity Plan will be complied with. All applications who do not receive any response within 21 days of the advertisement, should know that their applications have not been successful.

NOTICE NUMBER: 16/2025

ADV. R DUMEZWENI

6 February 2025

MUNICIPAL MANAGER

Daily Dispatch

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