

NDLAMBE MUNICIPALITY

PORT ALFRED



CONTRACTUAL VACANCY: RISK AND MPAC OFFICER (2 YEAR FIXED TERM CONTRACT) ON TASK GRADE 13 OF A CATEGORY 3 LOCAL AUTHORITY (SALARY SCALE: R 484 357 – R 628 695 pa)

Applications are invited from persons who consider themselves suitably qualified for the above position.

REQUIREMENTS:

- National Diploma/B Degree in Accounting/ Risk Management- NQF Level 6/7
- Minimum of 3 years relevant experience with extensive knowledge of Local Government environment.
- Code EB driving license

DUTIES: KEY PERFORMANCE AREAS

Risk Management

- Develop, maintain and implement risk management processes in accordance with the risk management policy and framework.
- Develop and maintain relevant risk management statements, risk plan and risk policy which includes credit risk, operational risk, treasury risk, financial risk.
- Identify potential breakdowns in internal controls and corporate governance that may expose the Municipality.
- Coordinate risk management education and awareness programmes to promote strong risk management culture and enhance organisational capacity
- Facilitate orientation and training for the Risk Management Committee and relevant stakeholders.
- Co-ordinate and oversee the full risk management value chain.

Financial Misconduct Disciplinary Board (FMDB)

- Co-ordinate the establishment of the Financial Misconduct Disciplinary Board
- Co-ordinate and submit relevant reports to the Financial Misconduct Disciplinary board
- Assist in compilation of report for the disciplinary board

Municipal Public Accounts Committee (MPAC)

- 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, 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 use notice number as a reference Number.** Please note that no late submission, faxed or emailed applications will be considered. **For enquiries kindly contact the Human Resources Section at 046 604 5500.**

The closing date is Wednesday, 09 September 2026.

Employment Equity Plan will be complied with. Persons with disabilities are encouraged to apply. 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: 172/2026
21 AUGUST 2026

ADV. R DUMEZWENI
MUNICIPAL MANAGER

Municipal Noticeboards

Municipal Website

Daily Dispatch Newspaper