



VICTOR KHANYE

LOCAL MUNICIPALITY – PLAASLIKE MUNISIPALITEIT

INTERNAL & EXTERNAL ADVERTS

Publication Date: 06 October 2024

Closing Date and Time: Thursday 24 October 2024 at 10:00 am

The Victor Khanye Local Municipality as an equal opportunity employer is committed to achieving equity in employment in respect of disability, race and gender as envisaged in the Employment Equity Plan of this municipality.

N.B. Women and people with disability are encouraged to apply.

The principle of recognition of prior learning being amongst other having relevant experience and complying with a required competency level is subject to the submission of a certificate issued by the relevant Seta herein practiced by this municipality.

N.B: APPLICATIONS are hereby invited from suitably qualified candidates that conform to the qualifications and requirements as stated in the recruitment advert here under to apply for the under mentioned positions:

1. SOCIAL SERVICES	
REF NO:	SS01/10/2024
DIRECTORATE	SOCIAL SERVICES:PUBLIC SAFETY AND SECURITY
POSITION	ASSISTANT MANAGER:PUBLIC SAFETY AND SECURITY
PERIOD OF EMPLOYMENT	PERMANENT SUBJECT TO PROBATION PERIOD OF SIX (6) MONTHS
SALARY AND BENEFITS	<ul style="list-style-type: none">➤ T13 N1 R37 018.00 p.m➤ 650 km Travelling Allowance➤ Housing subsidy➤ Medical Aid Subsidy➤ Group Life Insurance
QUALIFICATIONS AND REQUIREMENTS	<ul style="list-style-type: none">➤ Grade 12;➤ Firearm proficiency; and Qualification required Traffic Diploma➤ Basic training qualification;➤ 8 years' or more relevant experience required inclusive of proven supervisory / managerial experience.➤ Code B drivers licence;➤ No criminal record;
KEY PERFORMANCE AREAS	<ul style="list-style-type: none">➤ Implements policies and procedures and ensures that by-laws, regulations and crime prevention are enforced;➤ Manages a number of operational areas; and Ensures optimal use and maintenance of resources and equipment, and adherence to performance management criteria.➤ Communicates well and direct messages to the target audience (community, political, senior / executive management, SAPS, etc.)

	<ul style="list-style-type: none"> ➤ Manages the communication strategy and structure; <p>Enforces specific by-laws, road traffic and safety regulations by:</p> <ul style="list-style-type: none"> ➤ Participating in routine checks, stopping vehicles and conducting inspection of driver licenses, vehicle registration and roadworthiness requirements and/ or attending to specific infringement of road safety rules (illegal parking, etc) ➤ Verifying the Issuing of fines, warnings and/ or serving summons on offenders and/ or executing arrests for more serious offences. ➤ Implements procedures, systems and controls to regulate specific work sequences and general practices/ processes as dictated to in Law Enforcement and Traffic legislation and codes of conduct <p>Identifies with the Community Services strategy with respect to the provision of a comprehensive law enforcement, traffic and licensing service and, defines, implements and monitors the short term plans/ objectives for the Law Enforcement and Traffic functionality by:</p> <ul style="list-style-type: none"> ➤ Communicating with the Manager: Public Safety on specific Key Performance Areas (administration, national enforcement strategies and specific law enforcement and traffic specialities) and/ or statutory requirements encapsulated in Law Enforcement and Traffic Legislation with a view to aligning functions and service delivery objectives against the capacity and capability of the Section. ➤ Participating in meetings, conferences and seminars and reports back to Council's sub committees and committees, Law Enforcement and Traffic Forums, business support groups, etc. outlining specific proposals associated with the Law Enforcement and Traffic Services functionality and responding to issues/ concerns on service delivery. ➤ Analysing service delivery trends and capacity against requirements to facilitate the preparation of capital and operational expenditure estimates to support immediate/ short term plans and objectives. ➤ ➤ (FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)
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2. OFFICE OF THE MUNICIPAL MANAGER	
REF NO:	OMM01/10/2024
DIRECTORATE	OFFICE OF THE MUNICIPAL MANAGER
POSITION	COMPLIANCE OFFICER
PERIOD OF EMPLOYMENT	PERMANENT SUBJECT TO PROBATION PERIOD OF SIX (6) MONTHS
SALARY AND BENEFITS	<ul style="list-style-type: none"> ➤ T11 N1 R27 850.00 p.m ➤ Housing subsidy ➤ Medical Aid Subsidy ➤ Group Life Insurance
QUALIFICATIONS AND REQUIREMENTS	<ul style="list-style-type: none"> ➤ Grade 12 ➤ B-Degree in Legal, Finance, Audit, Risk or similar qualification ➤ Minimum of 3 years Regulatory Compliance in Municipal Environment ➤ Computer Literacy ➤ Valid Code 8 Driver's Licence ➤ Membership with a relevant professional body will be an added advantage ➤ Knowledge of and Understanding of Legislation related to the Municipalities (e.g. but not limited to MFMA, MSA, DORA) ➤ Understanding of risk management principles to identify and mitigate potential compliance risks; ➤ Familiarity with relevant Regulatory Compliance tools for data analysis, reporting, and compliance tracking;
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ➤ Conduct periodic assessment of the Municipality's internal controls in relation to compliance to ensure they are in line with external and internal regulations. ➤ Implement an annual compliance program for the municipality which includes periodic compliance assessments to be conducted. ➤ Conduct investigations to identify the root causes of compliance issues identified in order to advise and facilitate corrective measures. ➤ Ensure proper documentation and record keeping of compliance activities for reference purposes ➤ Prepare Monthly and Quarterly Compliance reports for review by the Assistant Manager Compliance & Governance ➤ ➤ Assist departments in facilitating compliance risk assessments and developing compliance risk mitigation strategies ➤ Keep abreast of changes/updates in legislation and making suggestions to the Assistant Manager Compliance & Governance for implementation within the Municipality to ensure compliance. ➤ Provide guidance and assistance to all departments within the Municipality with regards to any compliance enquires. ➤ Ensure that Municipality's reporting obligations and relevant notifications to Municipal Council are made in an accurate and prompt manner. ➤ (FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)

3. FINANCIAL SERVICES	
REF NO:	FS 01/10/2024
DIRECTORATE	FINANCIAL SERVICES
SECTION	FINANCIAL REPORTING
POSITION	ACCOUNTANT AFS
PERIOD OF EMPLOYMENT	➤ PERMANENT SUBJECT TO PROBATION PERIOD OF SIX (6) MONTHS
SALARY AND BENEFITS	<ul style="list-style-type: none"> ➤ T12 N1 R32 879.00 pm ➤ Housing subsidy ➤ Medical Aid Subsidy ➤ Group Life Insurance
QUALIFICATIONS/ REQUIREMENTS	<ul style="list-style-type: none"> ➤ Grade 12 ➤ Relevant 3-year Tertiary qualification preferably a National Diploma or B Com in Financial Management/Accounting or equivalent ➤ 2-5 years' Working Experience ➤ 2 Years' experience in Compilation of Annual Financial Statements ➤ Knowledge of legislative framework governing the Local Government, MFMA, MBRR, Financial Principles and GRAP ➤ Valid Code B driver's license ➤ Computer Literate(Ms Word, Ms PowerPoint, Ms Outlook, Ms Excel)
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ➤ Prepares financial statements for internal and external users ➤ Collects and analyses financial data, ensuring that all reporting is in compliance with GRAP reporting guidelines ➤ Assist both internal and external auditors as when required ➤ Ensure compliance with MFMA requirements on financial reporting for municipalities ➤ Perform income and expenditure projections accurately to ensure financial sustainability and viability of the municipality. ➤ Prepare budget reports/statements as required by MFMA, Council and any relevant stakeholders within Local Government Sphere. ➤ Budget planning and implementation as per the MFMA requirements. ➤ Assist the CFO office in reporting to all the relevant stakeholders. ➤ Develop and facilitate compliance risk management training and awareness programs at appropriate levels within the VKLM to inculcate a compliance culture; ➤ Prepare for external compliance audits by carrying out internal reviews to ensure all regulatory requirements are maintained. ➤ Compile reports for submission to Senior Management, Risk Management Anti-Fraud and Anti-Corruption Committee, Municipal Council, MANCO, Auditor General, etc. outlining compliance with legislation, motivating deviations and recommending corrective actions. ➤ (FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)

Kindly Note (that):

1. Any canvassing and or attempt thereto will automatically disqualify any candidate from being considered for appointment.
2. Applications must be submitted on the prescribed application for employment form which can be obtained from the Municipality's website www.victorkhanyelm.gov.za or Human Resource Office and must be accompanied by a detailed Curriculum Vitae, together with certified copies of all relevant qualifications and or certificates, identity document and valid & unendorsed driver's license to be hand delivered in the Application for Employment Box situated at Human Resource Office Room 13A, Corner Samuel Road and Van der Walt Street, Delmas 2210 or could posted to: P.O Box 6,Delmas,2210.
3. Only posted or hand delivered applications will be accepted. All applications MUST reach the municipality before the closing date and time to be considered. Late applications and or faxed/emailed will not be accepted nor considered.
4. Should any applicants not be notified or contacted of the outcome of their application within 30 days of the closing date, they should regard their applications as being unsuccessful. The Council nevertheless appreciate the interest shown by all applicants.
5. Internal Applicants are encouraged to clearly state their current employee code on the prescribed application form.
6. All Shortlisted Candidate will be subjected to Qualifications and Criminal Record Checks.
7. Non-RSA Citizens/Permanent Resident Permit Holders apply must attach a copy of their Permanent Residence Permits to their applications and Should be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
8. *Further enquiries regarding the above positions can be directed to: The Executive Director Corporate Services: Ms LM Mahlangu – 013 665 6000*



TM MASHABELA
MUNICIPAL MANAGER
Notice Number 33/2024