



## UMVOTI MUNICIPALITY



Umvoti Municipality is calling for suitably qualified candidates interested in the following vacancies based in Greytown.

### EXTERNAL VACANCIES

#### **MANAGER: RISK AND COMPLIANCE**

**Salary:** Task Grade 14 of Category 2 Municipality (R476 964,68– R619152,40) per annum plus normal benefits applicable to local government subject to certain conditions.

**Requirements:** The incumbent must have a Matric/Grade 12 Certificate; National Diploma / B. Degree in Risk Management/ Internal Auditing, Accounting or relevant tertiary qualification, A Valid Code EC Drivers Licence, Computer office applications coupled with at least 5 years relevant experience of which 2 years must be at Supervisory level, In-depth understanding of Local Government operations, Fluency in English and IsiZulu.

**Job Purpose:** Plans, coordinates and implements the key performance areas and result indicators associated with the Risk Management & Compliance functionality by implementing risk management policies and procedures, investigating trends and current techniques and monitoring, evaluating and reporting on the appropriateness and benefits before introduction; monitoring and reviewing the implementation of risk management processes in keeping with King 111, Auditing standards, ITS Regulatory Framework to ensure the proactive assessment of the current state of controls, and facilitating risk identification and assessment

#### **MANAGER: PUBLIC SAFETY**

**Salary:** Task Grade 14 of Category 2 Municipality (R476 964,68– R619 152,40) per annum plus normal benefits applicable to local government subject to certain conditions.

**Requirements:** The incumbent must have a Matric/Grade 12 Certificate; Relevant National Diploma or Degree in Public Safety/ Public Administration/ Diploma in Traffic/Security Management, A Valid Code EC Drivers License, and Computer office applications. Considerable 5 years relevant experience of which 2 years must be at Supervisory level, Excellent knowledge of Public Safety legislation. Sound knowledge of Public Safety policies and procedures, Good planning and coordinating skills. Good management skills. Management of performance. Excellent report writing skills. Fluency in English and IsiZulu. The candidate must meet the competency levels as stated in the regulation No. 45181 of 20 September 2021.

**Job Purpose:** Plans and manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with Public Safety plans and programs designed to accomplish key service delivery objectives through the management of Traffic Management Services, Fire, Rescue & Disaster Management and Security programs associated with the enforcement of Municipal Policing Laws and By-laws and monitoring and analyzing service delivery trends and capacity against service delivery requirements as encompassed in the IDP of the municipality and associated legislation.

#### **WASTE MANAGEMENT OFFICER**

**Salary:** Task Grade 9 of Category 2 Municipality (R239 784,18– R311 261,73) per annum plus normal benefits applicable to local government subject to certain conditions.

**Requirements:** The incumbent must have a Matric/Grade 12 Certificate; A relevant tertiary qualification preferable in Waste Management or Environmental Health, A minimum of 2 -3 years relevant experience, Basic Computer literacy, and Good communication skills.

**Job Purpose:** Co-ordinates and controls the department's administrative functionality and attends to the implementation of procedures, applications, systems, and controls to facilitate and support the recording, updating, circulation, and maintenance of information with regard to various activities about waste management and Parks Gardens.

#### **IT TECHNICIAN**

**Salary:** Task Grade 09 of Category 2 Municipality (R239 784,18 – R311 261,73) per annum plus normal benefits applicable to local government subject to certain conditions.

**Requirements:** The incumbent must have a Matric/Grade 12 Certificate; National Diploma in Information Technology or related field, unendorsed driver's license, A minimum of 2-3 relevant experience and Good communication skills. The candidate must meet the competency levels as stated in the Local Government Municipal Staff Regulations No. 45181 of 20 September 2021

**Responsibility:** Coordinates tasks/ activities associated with the provision of end-user support and analyses, diagnoses, and resolves software/hardware-related problems ensuring optimum and uninterrupted functionality of operating systems and applications within the Municipality. Provides support associated with the capability of application software, peripheral devices, connectivity, and/ or functionality of operating software and hardware.

#### **FINANCE INTERNS X6 (2 YEARS FIXED TERM CONTRACT)**

**Salary:** R100 000.00 per annum (All-inclusive package, no benefits or allowances will be payable).

**Requirements:** The incumbent must have a Matric/Grade 12 Certificate; a three-year Bachelor's Degree or National Diploma in Economics, Accounting or Finance, Internal Auditing or Risk Management; The applicant must reside within Umvoti municipality jurisdiction.

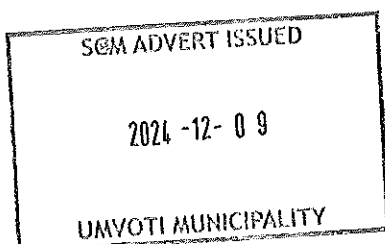
#### **Key Responsibilities / Duties**

- Assisting in implementing the Municipal Finance Management Act and budget reforms;
- Assisting in the compilation of financial statements, budget, and management reports;
- Assisting in developing statistical reporting modules and financial policies and procedures;
- Assisting with reconciliation and financial analysis;
- Responsible for electronic capturing of financial data and other line functions, and
- Assisting with Internal Auditing.

**Note(s):** Candidates must be willing to be subjected to practical/proficiency testing. As part of the selection process, candidates may be tested on any requirement, skill, or competency, which will include pre-employment screening, security vetting, and psychometric assessment. The application will also be subjected to references from your previous or current employers.

**NB: All candidates must meet the competency levels stated in the Local Government Municipal Staff Regulations No. 45181 of 20 September 2021.**

Application Form obtainable from website [www.umvoti.gov.za](http://www.umvoti.gov.za), CV together with certified copies of relevant certificates and valid driver's license must be deposited in the Applications Box at the Town Hall Applications Box at the Municipal Offices clearly marked the "**NAME OF THE POSITION YOU APPLY FOR**" not later than **Tuesday, 24<sup>th</sup> December 2024 before 12:00**. All posts are subject to job evaluation and all salary scales are linked to the Category 2 municipality. The municipality subscribes to Employment Equity. The municipality reserves the right to withdraw the advert or not to make an appointment.



Applications must be forwarded to:

**The Municipal Manager  
Umvoti Municipality  
P.O. Box 71  
Greytown  
3250**

The closing date for applications will be **24<sup>th</sup> December 2024 at 12h00,**

No late, faxed, emailed applications will be accepted.



**Miss. NP Ndaba  
Municipal Manager**

**NOTICE NO. 5009**

