



DR KENNETH KAUNDA DISTRICT MUNICIPALITY SITUATED IN ORKNEY, KLERSKORP, NORTH WEST PROVINCE, HEREBY INVITES SUITABLY QUALIFIED PERSONS WHO WISH TO TAKE A LEADING ROLE IN THE DEVELOPMENT AND EXPOSURE OF THE DISTRICT TO APPLY FOR THE FOLLOWING CHALLENGING MANAGERIAL POSITION.

MUNICIPAL MANAGER (Fixed term Contract linked to Council term) REMUNERATION: TOTAL PACKAGE (MINI - R1 067 587, MID – R1 227 113, MAX – R1 386 637)

REQUIREMENTS

- A Post Bachelor's Degree in Public Administration/ Administration/Political Science/Law or equivalent. Municipal Minimum Competency Requirements for Local Government completed as per Regulations in Government Notice. • A further Post Graduate qualification in fields related to Public Administration will be an added advantage
- Certificate in Municipal Finance Management or Certificate Programme in municipal Development (CPMD) in line with minimum regulations on competency level of 2007.
- Five years' relevant experience at senior management and proven successful institutional transformation within the public or private sector • Valid Driver's License and no criminal record.

CONDITIONS

- The need for signing of an employment contract, a performance agreement and disclosure financial interest. • The need to undergo security vetting. • The need to undergo competency assessment tests.

KEY COMPETENCIES

- Strategic Capability • Organizing and Presentation Skills • Communication Skills • Interpersonal Skills • Programme and Project Management Skills • Financial Management
- Problem Solving Management • People Management and Empowerment • Service Delivery and Innovation • Partnership and Stakeholder relations • Knowledge of intergovernmental relations • Knowledge of performance management • Understanding of council operations and delegations' powers • Audit and Risk management establishment and functionality

KEY PERFORMANCE AREAS:

- Assume responsibility as the Accounting Officer and head of administration. • Provide strategic leadership for Municipality to achieve its mandate. • Be responsible for formation and development of effective, efficient, economically viable and accountable administration through management of all internal municipal departments.
- Render strategic leadership during development of IDP and monitoring progress in terms of implementation. • Manage the municipality's administration in accordance with the MFMA, constitution, Local Municipal Structures Act, Local Government Municipal Systems Act and other applicable legislation. • Ensure council's decisions and Municipal by-laws are implemented effectively and efficiently. • Ensure sound financial management and compliance with the Local Government Municipal Finance Act
- Ensure sound corporate government • Manage provision to local communities in a sustainable and equitable manner • Manage labour relations • Provide sound advisory and strategic support to the Executive Mayor and political structures of council.

KEY RESPONSIBILITIES:

- Rendering support to the Executive Mayor. • Designing, installing and maintaining appropriate measures, procedures and systems. • Ensure that Administration discharges its duties in terms of Section 6 of the Local Government: Municipal Systems Act 2000 (Act No 32 of 2000) namely that the Administration; • Respond to the needs of the Community. • Facilitate a culture of Public Service and Accountability among other employees. • Takes measures to prevent corruption. • Establishes clear relationship and facilitates Co-operation and Communication between the Municipality and Community
- As Accounting Officer, you will be responsible and accountable for all income and expenditure of the Municipality, all Assets, and liabilities of the Municipality in accordance with the Municipal Finance Management Act (MFMA) and will perform the following functions: • Municipal Transformation and Organization Development, Service Delivery, District Economic Development Good Governance, implementing the Municipality Integrated Development Plan and monitoring progress with the implementation of the plan in accordance with chapter Five (5) of the Municipal Systems Act.
- Exercise powers assigned by the legislation and those delegated by the Municipal Council to the Municipal Manager. • Development and Management of the Municipality Performance Management System.

CLOSING DATE: 25 FEBRUARY 2022

TIME: 15:30

Applications should be forwarded to the: **ACTING MUNICIPAL MANAGER , Records Section, Dr Kenneth Kaunda District Municipality, Civic Centre, Patmore Road, ORKNEY, 2620 / Dr Kenneth Kaunda District Municipality, Private Bag X5017, KLERSKORP, 2570**

All enquiries must be directed to the Human Resource Division: Ms. Nkhensani Ndegeza at (018) 473 8021/8000.

Prescribed application form is available on the Municipal website(www.kaundadistrict.gov.za). Certified copies of original certificates must be attached to the CV.

Faxed/E-mailed applications will not be considered. Shortlisted candidates will be subject to a security clearance by National Intelligence Agency. If no response within three (3) months of the closing date, consider your application unsuccessful.

DIRECTORATE: COMMUNITY SERVICES UNIT: ENVIRONMENTAL MANAGEMENT.

POSITION: ASSISTANCE MANAGER: INTERGRATED POLLUTION CONTROL - POST LEVEL 3 : (R546 300 – R543 636)

MINIMUM REQUIREMENTS:

- Grade 12 • Bachelors 'degree/ B-Tech in Environmental Management/ Environmental Science/ Environmental Health
- 3-5 years' experience in environmental management or related field experience.
- Must have working knowledge of laws and regulations relating to SWPPP's, storm water runoff, air quality and safety. • Valid Driver's License. • Basic computer knowledge.

KEY RESPONSIBILITY:

- Ensure Compliance to Applicable Environmental Legislation and Regulations • Conduct routine compliance inspections on mines, industries and waste management facilities.
- Investigate any suspected offence or breach of environmental legislation. • Draft reports and make recommendations on environmental remedies and enforcement actions required.
- Approve and monitor compliance to NEMA S24G Environment Management Plans • Ensure that the Department's atmospheric norms and standards are adhered to Integrated Waste Management • Monitor the compliance of all new and existing waste management facilities in the District. • Ensure that waste generators dispose of or waste in a legal environmentally responsible manner. • Promote the development of waste minimisation, re-use and recycling initiatives. • Pollution Control, Awareness and Complaints • Investigate and monitor incidents that may cause pollution of the environment • Ensure that environmental responsibility is practiced in cases of pollution, and remediation measures are taken.
- Investigate pollution related complaints. • Participate in the North west Provincial Air Quality Officer's Forum. • Partake in community based forums and support public environmental mobilisation. • Compile quarterly and monthly reports to evaluate the performance of the sub directorate • Review and comment on the Environmental report submitted to the Municipality.
- Facilitate the District Air Quality Forum • Assist Local Municipality with All Environmental Issues • Maintain register of all files, incidents and complaints for the Unit

OFFICE OF THE MUNICIPAL MANAGER - POSITION: SENIOR INTERNAL AUDITOR I.T (RE-ADVERT) POST LEVEL4 (R480 384 _ R504 768)

REQUIREMENTS:

- Grade 12 • B Degree in .Computer Science / Information Technology Management /or equivalent NQF level 7. • Three (3) to Five (5) years' experience in the IT auditing environment
- Must have data analytics experience. • Human Resources, finance and project management. Internal Control. • Information Technology Management • Standards for Professional Practice of Internal Auditing • Cyber-security principles • General and application control reviews. • IT business risk assessments • Proficient in data analysis. • Knowledge of PAYDAY
- Skills to perform and knowledge of tools related to integrated detection procedures on networks. • Driver's license essential plus reliable vehicle. (Local Municipality Visits)

KEY RESPONSIBILITY:

- Manage, plan, organize, supervise, and report on the activities of the assurance services audit projects in order to ensure that it is managed to achieve the functional business objectives and that audit work conforms to the International Standards for Professional Practice of Internal Auditing, Information Systems Audit and Control Associations and any other standards set by Internal Audit Shared Services. • Carry out review of organizational activities assigned following departmental standards, as well as the Standards for the Professional Practice of Internal Audit. • Following department and professional standards, plan, develop and execute corporate IT audit projects created to provide accurate assessment of operational performance and internal control processes. • Produce and review reports and audit work papers, ensuring effective documentation of results of reviews on assigned activities that have been made, as well as the recommended action that management should take, for easy follow up. Identify potential IT risks and related issues by applying knowledge of Information Technology industry trends and present IT environment. • Perform the required IT audits of the organization as an individual or working in a team, following both established department standard and the Standards for the Professional Practice of Internal Audit established by the IIA. Make comprehensive plans to carry out individual audit tasks, including determination of audit objectives, identifying major controls and risks, and creating the right audit program; make recommendation of required budget and staff to complete the project. • Produce report of audit functions to enable the Audit Committee of the Board of Directors and the Corporate and operating management make objective assessment of processes and operations, systems, and planned corrective actions by management. • Take part in major IT initiatives and projects as well as in reviews of security systems and internal controls under development. • Participate in developing and implementing a detailed audit plan that takes into consideration risk assessment, goals and objectives of management, as well as the Board Audit Committee requirements. Carry out estimation of skills and time needed risk assessment, goals and to complete audit projects; find out potential audit areas; and provide assistance in determining the level of inherent risk assessment, goals. • Participate in special projects or studies such as fraud investigation, risk assessment, due diligence acquisition reviews, audit department policy updates, etc. Assist in meeting the requirements for the quarterly and annual SOX 302 and 404 certifications.

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No prescribed application form is available. Certified copies of original certificates must be attached to the CV. Interested persons are requested to submit complete Curriculum Vitae at the Record Section Dr Kenneth Kaunda District Municipality is an Equal Opportunity Employer. Suitable qualified and experienced persons with disabilities are encouraged to apply.

If no response is received within three (3) months of the closing date, consider your application as unsuccessful. Please note that no Faxed or E-mailed applications will be considered. consider your application as unsuccessful. If no response is received within three months of closing date,