



EHLANZENI DISTRICT MUNICIPALITY
(AN EQUAL OPPORTUNITY EMPLOYER)
SITUATED IN MBOMBELA IN THE MPUMALANGA PROVINCE

APPLICATIONS ARE INVITED FROM COMPETENT PERSONS TO FILL THE FOLLOWING POSITIONS:
(Previously disadvantaged individuals and people with disabilities are encouraged to apply)

DEPARTMENT: TECHNICAL SERVICES
SENIOR ENGINEER BULK PLANNING AND IMPLEMENTATION (POST LEVEL 2)
(Ref: Snr Engineer)

Remuneration: R1 300 690.84pa (all-inclusive package)

Period: 3 years fixed term contract

Appointment will be in accordance with the Conditions of Service of Ehlanzeni District Municipality. The successful candidate will be required to sign an employment contract.

Minimum Requirements: BTech /B Eng Tech/Bdegree in Civil Engineering or equivalent. A post graduate qualification an advantage. 5 Years or more relevant experience in Civil Engineering and built environment. Knowledge of projects and programmes of which 4 years should be experience in Project Management. Registration as a Professional Engineer/ Professional Engineering Technologists with the Engineering Council of SA a must. Proficient in Engineering software, Microsoft applications and valid driver's license.

Knowledge & Competencies: Design and drawings ability, Financial Management skills, work independently and as part of a team, Supervision of service providers, ability to attend to clients and stakeholders needs, Time and project management skills, innovative thinking, and basic business knowledge; Self-motivated and driven, Analytical Skills, Assertive when addressing compliance issues, Problem solving skills (complex), Good Communication skills (verbal and written), interpersonal skills, reports preparation and presentation skills, displays integrity and professionalism.

Key performance areas: The incumbent will work closer and report to the General Manager Technical Services and will be primarily be responsible for the following key areas:
Planning and supervision of infrastructure projects in the district to ensure provision of an efficient, effective and sustainable water and roads services; Carry out design works for some civil engineering works i.e water, sanitation and roads design works from inception to close out stages; Conduct site meetings; Approve technical reports and final designs for professional service providers, evaluate and recommend payments, Planning and co-ordination of infrastructure supply in the district and the delivery thereof; Monitor the utilisation of capital budget; Participate in the planning of infrastructure services; Provide specialised advise and technical support to Local Municipalities on the alignment of budget with infrastructure priorities, maintenance and refurbishment of water and roads infrastructure assets; Supervise the performance of subordinates.

DEPARTMENT: TECHNICAL SERVICES
CHIEF ENGINEERING TECHNICIAN: PLANNING AND IMPLEMENTATION (POST LEVEL 5)
(Ref: Chief Eng Tech)

Remuneration: R883 800,52pa (all-inclusive package)

Period: 3 years fixed term contract

Appointment will be in accordance with the Conditions of Service of Ehlanzeni District Municipality. The successful candidate will be required to sign an employment contract.

Minimum Requirements: National Diploma/BTech Civil Engineering or equivalent. 3-5 Years relevant experience in Civil Engineering and built environment. Knowledge of projects and programmes of which 2 years should be experience in Project Management. Registration as a Professional Engineering Technician or Professional Engineering Technologists with the Engineering Council of SA a must. Proficient in Engineering software, Microsoft and valid driver's license.

Knowledge & Competencies: Drawings and design capabilities, team player, effectively addressing client and stakeholder needs, time management and project management skills, innovative thinking, manage stakeholder relationships including clients, contractors, other professional consultancies and the general public; Self-motivated and driven, Analytical Skills, Assertive when addressing compliance issues, Problem solving skills (complex), Good Communication skills (verbal and written), interpersonal skills, reports preparation and presentation skills, displays integrity and professionalism.

Key performance areas: The incumbent will work close with the Senior Engineer and will be primarily be responsible for the following key areas:
Carrying out design work in house certain projects from inception to close out stages; Co-ordinate, monitor and control infrastructure projects delivered by the District Municipality to ensure all planned projects are within scope time, cost and quality in line with EDM mandate of delivering basic services to the communities; Participate in the implementation of infrastructure projects by liaising with various stakeholders to ensure proper representation of the section; Responsible for the preparation of reports on provision of water and sanitation services by administering contracts, monthly progress and performance reports for inclusion in the Portfolio committee for decision making purposes; Provide technical support to Local Municipalities within the jurisdiction of the District to ensure the successful project implementation in line with MIG, COGTA, RBIG and MIG guidelines and conditions.

**OFFICE OF THE MUNICIPAL MANAGER
SENIOR INTERNAL AUDITOR (POST LEVEL 5)
(Ref: SNR IA)**

Remuneration: Annual salary R464 880.00, Housing subsidy, Pension, Medical Aid and Travelling Allowance
Appointment will be in accordance with the Conditions of Service of Ehlanzeni District Municipality. The successful candidate will be required to sign a performance agreement annually.

Minimum Requirements: Applicant must be in possession of Gr 12, a recognised a B Degree in Internal Auditing or equivalent; 3-4 years' experience in Internal Auditing environment. Completed or studying towards IAT/PIA would be an added advantage Candidate must have knowledge and understanding of the Standards of Professional Practice of Internal Auditing, relevant legislations and regulations that govern the Public Service including the Municipal Finance Management Act and any other legislation relating to the local government sector. Valid driver's licence.

Knowledge & Competencies: Financial management skills, Planning and organising, Analytical skills, Innovation and research skills, Knowledge and information management, Results and Quality focus. Project Management skills, Assertive when addressing compliance issues, Problem solving skills (complex), Leadership skills and People management. Excellent Communication skills (verbal and written), interpersonal skills, Self-motivated and driven. Highly proficient in the use of Microsoft Excel, Word and PowerPoint and the TeamMate audit software. Ability to work long hours and under pressure. Candidate must demonstrate sound ethical and professional acumen.

Extensive knowledge and understanding of risk, control and auditing methodologies. Knowledge of the International Standards for the Professional Practice of Internal Auditing. Knowledge of GRAP and interpretation of key and related government legislation (e.g MSA , Municipal Structures Act , MFMA etc) Treasury Budget reforms. Knowledge of Local Government Performance Management Systems, Council operations, IDP, SDBIP, PMS, Budget processes, its regulations and financial management. Knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

Key Performance Areas: Assist in the development of the risk-based audit plan; Document minutes of the team briefing meetings; Conduct a preliminary research of all areas to be audited; Perform Risk and control matrix; Document system description of auditable areas; Development of an audit program for auditable areas; Overseeing and directing a compliant auditing process, Ensure collection of relevant, sufficient and useful audit evidence; Ensure review of audit working papers; Provide practical and value -adding recommendations to improve processes; Drafting internal audit reports; Develop a mechanism for tracking all issues raised with management that were included in the final report; Supervise and coach the Internal Audit staff including interns; Provide secretariat support to the Audit Committee; Perform investigations or any other ad-hoc assignments as required.

OFFICE OF THE MUNICIPAL MANAGER
RISK MANAGEMENT CO-ORDINATOR (POST LEVEL 5)
(Ref: RMC)

Remuneration: Annual salary R464 880,00,
Housing subsidy, Pension, Medical Aid and Travelling Allowance

Appointment will be in accordance with the Conditions of Service of Ehlanzeni District Municipality. The successful candidate will be required to sign a performance agreement annually.

Minimum Requirements: A relevant Diploma/Bachelor's degree/BTech in Internal Auditing, Risk Management or related field as recognised by SAQA. Minimum of 2-3 years relevant experience in an Enterprise-wide Risk Management environment (knowledge of Corporate Governance, internal control systems and ability to monitor Risk Management activities, programmes, enterprise risk management concepts and methods, Membership to the Institute of Risk Management of South Africa (IRMSA) and awareness of risk finance and control concepts and fraud prevention will serve as an advantage. Valid Driver's licence.

Knowledge & Competencies: The ideal candidate should have the following attributes: Integrity and must demonstrate sound ethical and professional acumen, analytical and problem solving, planning and negotiation skills. Excellent communication skills (verbal and written), interpersonal skills, self-motivated and driven. Highly proficient in the use of Microsoft Excel, Word and PowerPoint.

Extensive knowledge and understanding of Enterprise-wide risk management, control and auditing methodologies. Knowledge of key and related government legislation (e.g. MSA, Municipal Structures Act, MFMA etc). Knowledge of Local Government Performance Management Systems, Council operations, IDP, SDBIP, Budget processes regulations and Financial Management. Knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

Key Performance Areas: Support the Chief Risk Officer with the implementation of Strategic and operational alignment, designing, developing and reviewing of the risk management framework and fraud prevention strategy; Identify and analyse control deficiencies and advise and assist in developing risk mitigation strategies for EDM's critical risks and for monitoring risks; Develop a strategy/programme for staff awareness and training to encourage and create a risk awareness culture within EDM and communicating the Risk Management policy, strategy and methodology; Provide the Audit Committee with assurance that business units throughout the Municipality have appropriate risk management processes in place; Update municipal risk registers; Profile key compliance aspects in relation to legislation, policies, procedures and control monitoring; Prepare reports to the Audit Committee and Risk Management and Fraud Prevention Committee; Provide Secretariat services to the Risk Management and Fraud Prevention Committee. Perform functions of Local Municipalities support

DEPARTMENT: COMMUNITY SERVICES
LABORATORY TECHNICIAN (POST LEVEL 6)
Ref: Lab Tech

Remuneration: Annual salary R410 945,64pa

Housing subsidy, Pension, Medical Aid

Appointment will be in accordance with the Conditions of Service of Ehlanzeni District Municipality. The successful candidate will be required to sign a performance agreement annually.

Minimum Requirements: National Diploma/B degree in Biotechnology/Microbiology or equivalent coupled with 2-3 Years' experience in Municipal Health and Environmental services especially laboratory services.. SANAS training courses. Computer literacy and ability to utilise computer programmes in laboratory information management. Must have a Code EB driver's licence.

Knowledge & Competencies: Good knowledge of policies, procedures and best practices pertaining to laboratory services. Analytical and research skills, Problem solving skills (complex), Attention to detail. Good Communication and consultation skills, interpersonal skills, Self-motivated and driven reports preparation and presentation skills, displays integrity and professionalism.

Key performance areas:

Conduct microbiological and chemical analysis of food and water samples to ensure accuracy and reliability in the results generated. Receive samples and liaising with clients. Compile and evaluate laboratory and sampling data using relevant laboratory methods. Be able to utilise complete specialised laboratory instrumentation. Maintain equipment, record stock, report compilation and all other related duties. Data capturing and recording of Municipal health information, Perform administrative procedures relevant to municipal health services. Capacitate and guide the local municipalities within EDM. Work under the supervision of Senior Laboratory Technician.

Closing date: 22 July 2022 at 16:00

N.B. Application forms can be downloaded from the EDM website: www.ehlanzeni.gov.za. Completed Application form for Employment, CVs with certified copies of qualifications not older than 6 months **WITH THE CORRECT REFERENCE ON THE EMAIL SUBJECT LINE** must be scanned and emailed to recruitment@ehlanzeni.gov.za. No late or faxed applications will be considered.

Should you not receive a response within thirty (30) days from the closing date, please consider your application as unsuccessful.

The Municipal Manager
Ehlanzeni District Municipality
PO Box 3333, Mbombela, 1200

For further information contact the General Manager: Corporate Services on telephone No (013) 759 8637/8571.



Dr NP MAHLALELA
MUNICIPAL MANAGER

