



MANDENI LOCAL MUNICIPALITY INTERNAL/EXTERNAL VACANCY

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position

DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
POSITION : RISK AND COMPLIANCE OFFICER
TASK GRADE : 10
SALARY NOTCH : R 274 008 PER ANNUM
SALARY SCALE : (R 274 008 pa - R 355 682 pa)
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : FRIDAY, 27 JUNE 2025 @12:00 PM
REF NO : PN 42/2025

MINIMUM REQUIREMENTS:

- 3-year qualification (NQF Level 6) in Risk Management or Auditing.
- 2-3 years' experience at an Officer level within the Risk Management or Internal Auditing field.
- Membership with the Institute of Risk Management in South Africa or the Institute of Internal Auditors will be an added advantage.

SKILLS & COMPETENCIES:

- Deadline driven and able to deliver high quality work under pressure
- Strong verbal and written communication skills
- Ability to work in a team environment
- Knowledge of Local Government Legislation
- Knowledge of risk management processes and techniques
- Effective Communication skills
- Computer literacy in Microsoft packages.

DUTIES

- Identifies and defines the immediate and short objectives/ plans associated with the risk management functions.
- Developing, maintaining and implementing risk management processes through the risk management policy, framework, policy statements, risk plan and risk policy.
- Facilitating risk identification and assessments to develop and ensure the implementation of risk management processes.



- Coordinates key risk management processes, procedural and risk applications associated with the functionality.
- Managing Risk Assurance and consulting engagements as assigned.
- Interacts and cultivates strategic alliances with internal and external stakeholders.
- Reviewing audit recommendations to ensure practical and value adding, and monitoring management comments from a risk perspective.
- Detailing the functionality's objectives and goals and the Municipality's standards and requirements in terms of risk strategies.
- Verifying that all financial reports and reporting procedures with respect to the section are adhered to and that all associated risks are identified and assessed and reported on accordingly.

BENEFITS:

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid, and Pension fund would be applicable to the above post.

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Manager HR and Administration; tel: (032) 456 8200. **Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number and attach proof of residence on the prescribed form obtained from Mandeni Municipal Website to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered. Certified copies of certificate will be submitted by the shortlisted candidates.** If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building. Mandeni residents will be given first preference.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.


SG KHUZWAYO
MUNICIPAL MANAGER
DATE: 2025/06/11