



**MANDENI LOCAL MUNICIPALITY
RE-ADVERTISEMENT
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 287 736 PER ANNUM
SALARY SCALE : (R 287 736 pa – R 373 502 pa)
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : FRIDAY, 15 AUGUST 2025 @12:00 PM
REF NO : PN 65/2025

MINIMUM REQUIREMENTS:

- 3-year qualification in Risk Management
- 2-3 years' experience at a Officer level level within the Risk Management.
- Membership with the Institute of Risk Management in South Africa will be an added advantage.

SKILLS & COMPETENCIES:

- Municipal Finance Management Act (MFMA)
- Municipal Systems Act
- Risk Management Frameworks – Knowledge of risk management standards, Enterprise Risk Management (ERM) principles, and municipal risk registers.
- Compliance Management – Familiarity with compliance monitoring processes, legal compliance checklists, and audit requirements.
- Fraud Prevention – Knowledge of anti-fraud policies, whistle-blower protection, and municipal ethics codes.



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 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 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:_____