

EXTERNAL CIRCULATION

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

POST DESIGNATION: INTERNAL INVESTIGATOR (RISK MANAGEMENT)

PERMANENT APPOINTMENT

WC0441945

REFERENCE: 2685867

Salary : R 284 064 – R 368 700 per annum T10
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- A relevant 3-year tertiary qualification in either Finance/Accounting, Audit, Legal, Forensic Investigations or Information Technology
- Code B driver's license
- Computer Literacy: MS Office
- Minimum 2 – 5 years relevant experience required
- Ability to speak, read and write in two of the official languages of the Western Cape

COMPETENCIES:

- Written Communication
- Ethics and Professionalism
- Forensic Investigation
- Research and Analysis
- Interpersonal Relationships
- Communication
- Action and Outcome Orientation
- Resilience
- Impact and influence

KEY PERFORMANCE AREAS:

- Investigation using all commodities and means available
- Ensure continuous communication with all stakeholders during an investigation.
- Encourage the public in making use of the Anti Fraud and Corruption Hotline to report matters that warrants formal investigation.
- Ensure that proper administrative processes are followed.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Incumbent must be willing to work irregular hours.
- Incumbent must be able to conform to all requirements with regards to working environments associated with the post.

ENQUIRIES: MR JEAN-PIERRE ROSSOUW (044-801 9372)

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to MMofficePosts@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the

Human Resource Department on or before **07 September 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete application form in full.**

Only electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: 07 SEPTEMBER 2023

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: I-OFFISI YOMPHATHI KAMASIPALA

IGAMA LESIKHUNDLA: UMPHANDI WANGAPHAKATHI (ULAWULO LOMNGCIPHEKO)

UKUQESHWA NGOKUSISIGXINA

WC0441945

IREFERENSI: 2685867

Umvuzo : R 284 064 – R 368 700 ngonyaka T10
Iilinzuzo ezongezelelweyo zeNkonzo : Uncedo loNyango, Umhlala phantsi, Isibonelelo seZindlu (ngokuxhomekeke kwiimfuneko ezimiselayo), Itshekhi ye-13 kunye ne -Inshurensi yoBomi beQela.

IIMFUNEKO EZINCINANE:

- Isiqinisekiso semfundo ephakamileyo seminyaka emi-3 nokuba sesezeMali/uCwangciso-mali, uPhicotho-zincwadi, ezoMthetho, uPhando lwaseNkundleni okanye kwiTekhnoloji yoLwazi
- IHowudi B yephepha- mvume lokuqhuba
- Ulwazi lwekhompyutha: MS Office
- Ubuncinane beminyaka emi-2 ukuya kwemi-5 yamava afanelekileyo buyafuneka
- Ukukwazi ukuthetha, ukufunda nokubhala ngeelwimi ezimbini ezisemthethweni zaseNtshona Koloni

UBUCHULE:

- Unxibelelwano olubhaliweyo
- Imigaqo yokuziphatha ngokusesikweni nobuNgcali
- Uphando lwaseNkundleni
- Uphando kunye noHlalutyo
- Ubudlelwane phakathi kwabantu
- Unxibelelwano
- Ukuqhelaniswa neNyathelo kunye neziphumo
- Ukomelela
- Impembelelo nefuthe

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Ukuphanda kusetyenziswa zonke izinto zorhwebo kunye neendlela ezikhoyo
- Qinisekisa unxibelelwano oluqhubekayo nabo bonke abachaphazelekayo ngexesha lophando
- Khuthaza uluNtu ukuba lusebenzise uMnxeba okunxibelelanisa ngqo neZiko eliChasene nobuQhophololo noRhwaphezulu ukuze uxele imiba efuna uphando olusesikweni.
- Qinisekisa ukuba kulandelwa iinkqubo ezifanelekileyo zolawulo.

IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA

- Umgqatswa kwesi sikhundla kufuneka azimisele ukusebenza iinyure ezingaqhelekanga.
- Umgqatswa kwesi sikhundla kufuneka abe nako ukuhambelana nazo zonke iimfuneko ngokumalunga neemeko zokusebenza ezinxulumene nesithuba.

IMIBUZO: MNU JEAN-PIERRE ROSSOUW (044-801 9372)

IMIYALELO KUBAFAKI- SICELO

Abafaki-zicelo kufuneka bangenise ifomu yesicelo esemthethweni, egcwaliswe onke amacandelo kunye ne-CV ebanzi, iikopi ezinqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6) zeziqinisekiso ezifanelekileyo, isazisi kunye nephepha-mvume lokuqhuba, ukuba kufanelekile. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa-MMofficePosts@george.gov.za. Iifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi

komhla wesi-07 eyoMsintsi 2023 ngeye-12:00. Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili. Abafaki zicelo kufuneka bagcwalise ifomu yesicelo ngokupheleleyo.

Zizicelo ezingeniswe ngekhompyutha kusetyenziswa i-intanethi kuphela eziya kwamkelwa.

Ukuthintelwa:

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:

Ukungangeniswa kwamaxwebhu afunekayo okanye ukungeniswa kwamaxwebhu obuqhophololo

Ukurhwetyeshwa kooCeba kunye /okanye amagosa.

Ukungathotyelwa kwemiyalelo ekwisibhengezo sentengiso

QAPHELA: Nceda uqaphele apho kuyimfuneko, abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yohlolo nophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi oluya kuquka nolunye uphononongo olunxulumeneyo.

UMasipala ugcine ilungelo lokungaqeshi.

Ukuba awukhange uve kuthi phakathi kweenyanga ezi-3 zomhla wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelananomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye noLungelelwaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo

Ukuqeshwa kuya kuxhomekeka kwimfuneko yokusayinwa kwemvumelwano yengqesho kwaye, apho kufanelekileyo, isivumelwano sentsebenzo kunye nokubhengezwa kweenzuzo kunye nenzala.

UMHLA WOKUVALWA: 07 EYOMSINTSI 2023