

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**  
**POST DESIGNATION: CHIEF RISK OFFICER (RISK MANAGEMENT)**

**PERMANENT APPOINTMENT**

**WC0442336**

**REFERENCE: 2876707**

<b>Salary</b>	: R 651 444– R845 592 per annum T16
<b>Additional Service Benefits</b>	: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
<b>Perks</b>	: Cellphone and Vehicle Allowance (subject to prescribed requirements)

### MINIMUM REQUIREMENTS:

- A relevant 3-year qualification with preference in auditing or internal audit as a major and registered with a recognised profession
- Computer Literacy: MS Office
- Code B driver's license
- 8 years or more experience (which 2 years of supervisory exposure) covering all aspects of the audit function
- Ability to communicate in two of the three official languages of the Western Cape.

### PREFERRED REQUIREMENTS:

- Expert knowledge of Risk Management and governance frameworks including the Committee of Sponsoring Organisations of the Treadway Commission(COSO), the International Organisation for Standardisation (ISO 31000) and King Reports on Corporate Governance
- Expert knowledge of and practical managerial experience in specialist areas and processes including:
  - Risk Management;
  - Systems of internal controls;
  - Fraud management.
  - Strategic planning, organising, directing and controlling activities relating to Integrated Risk Management.

### COMPETENCIES:

- Written and oral communication
- Research and Analysis
- Advocay/Negotiation
- Ethics and Professionalism
- Organisational Awareness
- Internal Auditing
- Engagement Management
- Information Management
- Interpersonal Relationship
- Service Delivery Orientation
- Customer Orientation and Customer Focus
- Action and Outcome Orientation
- Resilience
- Change Readiness
- Cognitive ability

- Learning Orientation
- Impact and Influence
- Team Orientation
- Coaching and Mentoring
- Strategic Capability/Learning or Direction Setting

#### **KEY PERFORMANCE AREAS:**

- Ensure that the relevant standards, legislation and best practice are executed and effective.
- Ensure adequate and effective communication of integrated risk management findings and recommendations for the improvement of the control, risk and governance environment to enable the municipality to achieve its goals.
- Ensure that the municipality complies with the requirements of South Africa's constitution in respect of ethics.
- Ensure the integration of risk into strategic planning, risk identification and mitigating activities, and the continuous development and implementation of best practices.
- Provide management with an oversight of fraud detection and prevention strategies and advise management of best practices regarding fraud detection and prevention.
- Ensure compliance with relevant standards, legislation, the public sector risk management framework, provincial treasury and national treasury guidelines, and best practices.
- Ensure that the key issues are given consideration during the formulation of Risk Management Implementation Plan in accordance with applicable legislation, standards, guidelines and best practices.
- Ensure information, advice or opinions on relevant matters, communicated through the various mediums is accurately interpreted through the provision of adequate and clear explanations and facts.
- Deepen the understanding and the knowledge of the disciplines/functions of the municipality achieving the municipal objectives.
- Comply with guidelines of National Treasury and Provincial Treasury.
- Ensure that strategic objectives of risk management are consistent with those of the municipality and comply with applicable legislation, policies, best practice, guidance (including from National Treasury and Provincial Treasury guidance material) norms and standards.
- Provide the relevant committees, stakeholders, and assurance providers with reports that will enable them to fulfil their oversight and/or assurance functions.
- Inform and advise management of best practices regarding fraud and integrated risk management.
- Ensure that resource requirements of the section are sufficient and to ensure effective and efficient budgeting, forecasting and utilisation of the municipal resources, to ensure the municipality achieves its objectives.
- Accomplish risk management performance goals and targets within the quality standards and outcomes required by legislation, National Treasury Risk Management Framework and expectations of the Risk Management Committee.

#### **SPECIAL CONDITIONS:**

- The ability to think strategically and analytically in order to monitor and support management on matters of significance to the Municipality as a whole.
- Work according to strict deadlines.
- Work overtime when required.

**ENQUIRIES: MR JP 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](mailto:MMofficePosts@george.gov.za). Application forms can be obtained from the Municipal website, [www.george.gov.za](http://www.george.gov.za) and must reach the Human Resource Department on or before **[09 October 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: [09 October 2023]**

# VACANCY VAKATURE



## SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: IOFISI YOMPHATHI KAMASIPALA

IGAMA LESIKHUNDLA: IGOSA ELIYINTLOKO YOMNGCIPHEKO (ULAWULO LOMNGCIPHEKO)

UKUQESHA NGOKUSISIGXINA

WC0442336

IREFERENSI: 2876707

- Umvuzo** : R 651 444 – R 845 592 ngonyaka T16
- Iinzuzo ezongezelelweyo zeNkonzo** : Uncedo lonyango, Umhlala phantsi, Isibonelelo seZindlu/sokuQesha (ngokuxhomekeke ngonyaka (ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi ye-13 kunye ne-Inshurensi yoBomi beQela.
- Izongezo zomvuzo** : Isibonelelo sikaNomyayi kunye neSithuthi (ngokuxhomekeke kwiimfuneko ezimiselweyo)

## IIMFUNEKO EZINCINANE:

- Isiqinisekiso esifanelekileyo seminyaka emi-3 esinokukhethwa kuphicotho-zincwadi okanye uphicotho-zincwadi lwangaphakathi njengeyona nto iphambili kunye nokubhaliswa kubungcali obuvunyiweyo.
- ULwazi lweKhompyutha: MS Office
- Ikhawudi B yePhepha-mvume lokuqhuba
- Iminyaka esi-8 nangaphezulu yamava (kuyo iminyaka emi-2 yokuba namava ekongameleni) equka yonke imisebenzi yophicotho-zincwadi
- Ukubanakho ukunxibelelana ngeelwimi ezimbini kwezintathu ezisemthethweni zaseNtshona Koloni.

## IIMFUNEKO EZIKHETHWAYO

- Ulwazi lobuchwephesha loLawulo loMngcipheko kunye nezikhokelo zolawulo ezibandakanya iKomiti yeMibutho eXhasa ngeMali yeKhomishini yeTreadway (COSO), i-International Organisation for Standardization (ISO 31000) kunye neeNgxelo zikaKing kuLawulo lweQumrhu.
- Ulwazi lobuchwephesha kunye namava olawulo asebenzayo kwiindawo zobungcali kunye neenkqubo ezibandakanya:
- Ulawulo lomngcipheko;
- Iinkqubo zolawulo lwangaphakathi;
- Ulawulo lobuqhophololo.
- Ucwangciso lweqhinga, ulungiselelo, imisebenzi yolawulo enxulumene noLawulo oluManyiweyo loMngcipheko.

## UBUCHULE

- Unxibelelwano olubhaliweyo nolomlomo
- Uphando kunye nohlalutyo
- Ukuthethelela/uthethathethwano
- Iinqobo zokuziphatha ngokusesikweni noBuchule
- Ulwazi loMbuthe
- UPhicotho-zincwadi lwangaphakathi
- Ulawulo lothethathethwano
- ULawulo loLwazi
- Ubudlelwane phakathi kwabantu
- Ukuqhelaniswa nokuNikezelwa kweNkonzo
- Ukuqhelaniswa noMthengi kunye nokuGxininisa kuMthengi

- Intshukumo kunye neZiphumo
- Ukomelela
- Ukulungela inguqu
- Isakhono sokuqonda
- Ukuziqhelanisa nokufunda
- Impembelelo nefuthe
- Ukuqhelaniswa neqela
- Ukugeqesha kunye nokuThantamisa
- Isakhono sobuchule /ukufunda okanye ukubeka uMkhomba-ndlela

#### **IINDAWO ZOKUSEBENZA EZINGUNDOQO:**

- Qinisekisa ukuba imigangatho efanelekileyo, umthetho kunye neendlela ezingcono zokusebenza ziyaphunyezwa kwaye ziyasebenza.
- Qinisekisa unxibelelwano olwaneleyo nolusebenzayo lweziphumo ezidityanisiweyo zolawulo lomngcipheko kunye nezindululo zokuphucula ulawulo, umngcipheko kunye nemeko yolawulo ukuze umasipala akwazi ukuphumeza iinjongo zakhe.
- Qinisekisa ukuba umasipala uhambelana neemfuno zomgaqo-siseko woMzantsi Afrika ngokubhekiselele kwiinqobo ezisesikweni.
- Qinisekisa ukudityaniswa komngcipheko kwisicwangciso sobuchule, ukwalathwa komngcipheko kunye nemisebenzi yokunciphisa, kunye nophuhliso oluqhubekayo kunye nokuphunyezwa kwezona ndlela zokwenza zilungileyo.
- Bonelela ngolawulo ngokubeka iliso ekubhaqweni korhwaphilizo kunye nenkqubo-qhinga yokuthintela kunye nokucebisa abalawuli ngezona ndlela zilungileyo zokusebenza malunga nokubhaqwa korhwaphilizo kunye nokuthintela.
- Qinisekisa ukuthotyelwa kwemigangatho efanelekileyo, imithetho, inkqubo-sikhokelo yolawulo lomngcipheko kwicandelo likarhulumente, unondyebo wephondo kunye nezikhokelo zikanondyebo wesizwe, kunye neendlela ezingcono zokusebenza.
- Qinisekisa ukuba imiba engundoqo ithathelwa ingqalelo ngexesha lokuqulunqwa kweSicwangciso sokuPhunyezwa koLawulo loMngcipheko ngokungqinelana nomthetho osebenzayo, imigangatho, izikhokelo kunye neendlela ezingcono zokusebenza.
- Qinisekisa ukuba ulwazi, ingcebiso okanye iimbono kwimiba efanelekileyo, ekunxityelelwana ngayo ngeendlela ezahlukeneyo zitolikwa ngokuchanekileyo ngobonelelo ngeengcaciso neenyano ezifanelekileyo nezicacileyo.
- Yenza nzulu ukuqonda kunye nolwazi lwamacandelo/imisebenzi kamasipala ephumeza iinjongo zikamasipala.
- Thobela izikhokelo zikaNondyebo weSizwe kunye noNondyebo wePhondo.
- Qinisekisa ukuba iinjongo ezicwangcisiweyo zolawulo lomngcipheko ziyangqinelana nezo zikamasipala kwaye ziyahambelana nomthetho osebenzayo, imigaqo-nkqubo, eyona ndlela ilungileyo yokusebenza, izikhokelo (kubandakanywa izinto ezizikhokelo ezivela kunoNondyebo weSizwe kunye noNondyebo wePhondo) imimiselo nemigangatho.
- Bonelela iikomiti ezifanelekileyo, abachaphazelekayo, kunye nababoneleli bengqinisekiso ngeengxelo eziya kubenza bakwazi ukuzalisekisa ukongamela kunye/okanye imisebenzi yabo yokuqinisekisa.
- Yazisa kwaye ucebise abalawuli ngeendlela ezilungileyo ngokuphalele norhwaphilizo kunye nolawulo oludityanisiweyo lomngcipheko.
- Qinisekisa ukuba iimfuneko zemithombo yecandelo zanele kunye nokuqinisekisa uhlahlo lwabiwo-mali olusebenzayo nolunempumelelo, uqikelelo kunye nokusetyenziswa kwemithombo kamasipala, ukuqinisekisa ukuba umasipala uyazifezekisa iinjongo zakhe.
- Fezekisa iinjongo zokusebenza zolawulo lomngcipheko kunye nokujoliswe kuko phakathi kwemigangatho yomgangatho yobulunga neziphumo ezifunwa ngumthetho, iSakhelo soLawulo loMngcipheko kaNondyebo weSizwe kunye nokulindelwe yiKomiti yoLawulo loMngcipheko.

### **IMIQATHANGO EYODWA:**

- Ukukwazi ukucinga ngobuchule nangocazululo ukuze kubekwe iliso nokuxhasa ulawulo kwimiba ebalulekileyo kuMasipala ngokubanzi.
- Sebenza ngokwemihla ebekiweyo engqongqo.
- Sebenza ixesha elongezelekileyo xa kuyimfuneko.

**IMIBUZO: MNU JP ROSSOUW (044-801 9372 )**

### **IMIYALELO KUBAFAKI- ZICELO**

Abafaki-zicelo kufuneka bangenise ifomu yesicelo esemthethweni, egcwaliswe onke amacandelo kunye ne-CV ebanzi, iikopi eziqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6 ubudala) 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](mailto:MMofficePosts@george.gov.za). Ifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, [www.george.gov.za](http://www.george.gov.za) kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla we **09 eyeDwarha 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.

Ukurhweyeshwa 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 nomdla.

**UMHLA WOKUVALWA: 09 eyeDwarha 2023**