



TO : **Municipal Manager**
SED : Development Planning & Human Settlements
Acting SED : Budget and Treasury Office
Acting SED : Technical Services
Acting SED : Corporate Services
Acting SED : Community Services

FROM : **Director : Human Resources**

REF NO : **HR 5/3/2/1**

ENQUIRIES : **A Taljaard**

DATE : **13 April 2018**

INTERNAL MEMORANDUM

HR CIRCULAR NO. 18/2018 : ADVERTISEMENT OF VACANCIES

Attached please find an advertisement for vacancies for distribution to all personnel in your department.

Please note that receipt of all internal applications for vacancies must be acknowledged by the Human Resources department, the latter cannot be held responsible for any application that might go amiss.

Kindly note that all CV's submitted by hand to the Human Resources Department will be signed for as proof of receipt of the application.

11 **T M MJILO**
DIRECTOR : HUMAN RESOURCES

N VINKHUMBO
ACTING SED : CORPORATE SERVICES

NEWCASTLE MUNICIPALITY VACANCIES

The following vacancy exist in the department as mentioned hereunder :-

DEPARTMENT : MUNICIPAL MANAGER

CHIEF RISK OFFICER : POST ID : SG50

Position	CHIEF RISK OFFICER
Remuneration	R616 599,43 Per annum
Qualifications	<ul style="list-style-type: none"> • Grade 12 (Matric) • Bachelor of Commerce or National Diploma with Accounting and Auditing as majors or any other relevant qualification • Valid driver's license
Experience	<ul style="list-style-type: none"> • Five (5) years' relevant experience of which at least 2 years' must be at risk assessment and senior management level
Responsibilities	<ul style="list-style-type: none"> • Planning, designing and implementing an overall risk management process for the organization • Conducting risk assessment which involves managing the process of analyzing risk as well as identifying, describing and estimating the quantitative and qualitative risks affecting the organization • Risk treatment by selecting and implementing measures to control and mitigate risks including activities to avoid risks and transfer risks • Facilitate the annual risk assessment, control self-assessment exercise and the maintenance of a comprehensive risk register • Monitoring and reviewing processes to ensure that risk and compliance arrangements are in place • Conducting audit of policy and compliance to legislation including liaison with internal and external auditors • Providing support, education and training to staff at management level on matters relating to risk management • Ensuring that risk management strategy and its supporting processes are implemented within the departments • Facilitation on the implementation of the municipal fraud prevention plan • Attending risk committee meetings • Management of the Performance Management System of the department • Management of the following functions :- <ul style="list-style-type: none"> - Risk management - Fraud prevention - Anti-corruption claims and losses - Financial investigation
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Advertiser / Ilanga / Sunday Times

Detailed CV's can be forwarded to Mrs A Taljaard at the Directorate : Human Resources, Tower Block, 5th floor, Office No. B563, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Municipal Manager, Mr B E Mswane at 034 – 328 7750.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate : Human Resources will not accept responsibility for information not mentioned in applications.
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo a proficiency test.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representativity through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to disclose all financial interest and will be subjected to competency assessment.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

CLOSING DATE : 11 MAY 2018