

**NEWCASTLE MUNICIPALITY**

**VACANCIES**

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

**DEPARTMENT : MUNICIPAL MANAGER : RISK MANAGEMENT AND COMPLIANCE UNIT**

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| Position | **SENIOR RISK OFFICER : POST ID : SG70** |
| Remuneration | **R422 532,59 per annum (Task Grade 13)** |
| Qualifications | * Grade 12 / Matric * National Diploma or Degree with majors in Risk Management or Internal Auditing and Financial Accounting will be an added advantage |
| Experience | * 3 Years’ experience in Risk Management, Internal Auditing Environment or relevant |
| Responsibilities | **OPERATIONAL CO-ORDINATION**  **ADMINISTRATIVE REQUIREMENTS**  **Attends to specific priorities, administrative tasks and activities and monitors the execution of procedural applications, by :**   * Verifying the accuracy and completeness of risk management committee pack printed by the sub-ordinates. * Prepare quarterly narrative reports together with risk co-ordinators indicating the progress made on mitigation of risks. * Arranging meetings with the risk co-ordinators on possible deviations as per the set timelines highlighted by Risk Management Officers in the monthly reports. * Review the minutes of meetings.   **RISK MANAGEMENT FUNCTIONS**  **RISK ASSESSMENT**  **Co-ordinates the application of specific procedures associated with identifying and assessing the severity of potential risk factors, by :**   * To facilitate the strategic risk management sessions. * Profiling of risks after the strategic risk identification and assessment sessions. * To lead the process of operational risk identifications in risks ensuring that there is alignment of root causes, current controls and mitigating strategies of strategic risks. * To ensure that the evaluation of risks in the operational risk identification and assessment sessions is in line with the risk management strategy. * To ensure that there is a variety of risk classifications covered during the facilitation of strategic risk. * To provide the pre-pack or manual for risk identification and assessment sessions.   In order to ensure potential hazards and risks are identified enabling the section and identified areas to adequately plan and prepare thereby reducing/minimizing the impact and consequences.  **RISK ANALYSIS**  **The risk analysis process is conducted in the following manner :-**   * Lead the process of risk identification and evaluation of risks. * Attending and facilitation of updating the risk registers in order to evaluate and re-evaluate the risks with the risk co-ordinators, risk owners or designated individuals. * Application of risk identification and assessment methodology during the risk identification of assessment sessions. * Issuing of risk registers to risk owners and risk co-ordinators on time for regular updating by such parties. * Facilitate the issuing of questionnaires on risk management to senior management in order to assess the risk management authority at the senior management level. * Explaining an simplifying the application of risk ratings during the risk identification and assessment sessions and during the risk re-evaluation session. * To advise the department about the possible emerging risks during the monitoring and updating of risk registers. * To assess the level of preparedness by the departments on monthly basis with regard to the mitigation of risks.   In order to ensure risks attached to disasters are reduced through the application of approved procedures and measures.  **EDUCATION AND AWARENESS**   * To prepare and present materials to middle management and staff on risk management and fraud awareness. * To address issues raised by management and staff on fraud and corruption campaigns in order to improve the systems in place.     In order to ensure adequate awareness is created on the advantages of adopting a proactive approach which supports early detection and/or planning to reduce and/or remove the threat of disaster.  **SUPERVISION AND CONTROL**  **Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline, by :**   * Writing instructions to sub-ordinates detailing tasks to be undertaken, taking into account the nature of the problem and determining the most effective way to deal with it according to priorities and funds available. * Determining the most suitable method of dealing with problems by drawing on past experience. * Ensuring work has been satisfactorily carried out by requesting verbal report from sub-ordinates or by visiting sites. * Arranging for work orders to be made out by giving the relevant details to the administrative staff. * Ensuring sub-ordinates carry out delegated functions satisfactorily by monitoring their performance. * Monitoring attendance/conduct and output and addressing deviations from agreed performance indicators through meetings/counselling and/or other approved methods designed to improve and motivate personnel. * Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources. * Interacting with the ‘selection panel’ on prospective candidate’s competencies to support departmental needs with a view to identifying suitable personnel for appointment. * Participating in the induction programme and providing ‘on the job’ training for new recruits to the section. * Addressing workplace conflict/conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures. * Arranging for the Manager to conduct disciplinary hearings when necessary by reference to the grievance procedures. * Ensuring that the appropriate disciplinary actions are taken by studying the report of the hearing proceedings. * Conducting disciplinary hearing on appeals. * Defining skills gaps and training needs and activates procedural sequences aimed at developing and capacitating individuals.   In order to ensure human resources needs are identified and attended to, supporting the accomplishment of section objectives in terms of productivity and performance by supervising the activities of the staff. To provide for an effective disciplinary procedure within the section. |

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| Position | **RISK OFFICER : POST ID : SG71** |
| Remuneration | **R375 294,48 per annum (Task Grade 12)** |
| Qualifications | * Grade 12 / Matric * National Diploma or Degree with majors in Risk Management or Internal Auditing and Financial Accounting will be an added advantage |
| Experience | * 2 – 3 Years’ experience in Risk Management, Internal Auditing Environment or relevant |
| Responsibilities | **TECHNICAL SUPPORT FUNCTIONS**  **Support the risk management assessment process (identification, analysis and evaluation), by :**   * Regularly visit functional areas and meet with risk champions, management to promote embedding risk management into the culture and daily activities of the municipality. * Monitor the implementation of progress on risk response activities to address risks as agreed upon. * Collect statistical information on indicators of risks. * Develop process risk assessment program and lead the team to conduct process risk assessments and review work of sub-ordinates. * Analyse final audit reports (both internal and external audit reports) and update the risk profile of the municipality with the results of audits as well as the residual risk rating and actions to improve the residual risk where applicable. * Identify emerging risks from audit reports and other assurance services providers reports and prepare draft reports for emerging risks. * Regularly visits functional areas and meet with risk champions and management to promote embedding risk management into culture and daily activities of the municipality. * Review first draft monthly risk management reports and produce 2nd draft reports.     Develop procedures for the verification of existing controls and test effectiveness thereof in respect of the scope not covered by internal and external auditors in order to ensure accuracy and credibility of information contained in the risk register.  **ADMINISTRATIVE SUPPORT FUNCTIONS**  **Consolidate all information pertaining to all risk related functions, processes and activities, by :**   * Provide guidance to setup meetings with process owners to conduct risk assessment and update their risk profiles and attend these meetings with Junior Risk Officers. * Review information captured to update the risk registers and progress on implementation of risk management action plans. * Perform quality check during the printing and binding of the quarterly risk management reports. * Ensure that there is effective and efficient administrative support during annual risk assessments workshops by capturing information in risk assessment tools. * Ensure effective and efficient administrative support within risk management unit.   Ensure effective and efficient administrative support in preparation of audit and risk committees packs. |

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**Detailed CV’s can be placed in the box with the Security : Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For full details on these vacancies go to** [**www.newcastle.gov.za**](http://www.newcastle.gov.za)**. For further information you may contact the Chief Risk Officer, Mr B B Nkosi at 034 – 328 7739.**

* 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 representatively 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 : 6 AUGUST 2021**