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NOTICE NO. 58 OF 2024

EXTERNAL STAFF VACANCIES

Applications are invited from suitably qualified persons for the below-mentioned post/s. King Sabata Dalindyebo Municipality is committed to employment practices that redress past imbalances in respect of race, gender, creed and disability, and as such the relevant policy will be considered during selection and placement.

RE-ADVERTISEMENT

DEPARTMENT	:	OFFICE OF THE MUNICIPAL MANAGER
POST	:	MANAGER: IDP
T.A.S.K. GRADE	:	16
EMPLOYMENT CONTRACT:		PERMANENT
SALARY SCALE	:	R 618, 344.00 – R 802, 662 PER ANNUM (Plus Benefits)

MINIMUM REQUIREMENTS

- Grade 12
- Bachelor's Degree in Development Studies or Town Planning or Bcom: Economics or equivalent qualification at NQF level 7;
- A qualification in statistics will be an added advantage.
- At least 5 years work related experience of which 3 years must be at management or supervisory level in local government.
- A valid driver's license is essential; and
- Proof of Computer literacy with all office applications.

EXTERNAL STAFF VACANCY NO. 58 OF 2024

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SKILLS REQUIRED

- Thorough knowledge of IDP planning processes and Local Government Sector processes;
- Sound knowledge of research and analytical theories and practices;
- Excellent report writing and presentation skills;
- Sound communication skills;
- Good computer knowledge in office applications;

KEY PERFORMANCE AREAS (INCLUDE BUT NOT LIMITED TO)

- Manage and Co-ordinate all processes relating to IDP and ensure Municipal legislative compliance in this area;
- Identifies and defines the immediate, short and long term objectives/ plans and controls associated with integrated development planning;
- Implementing new developments and legislative imperatives supporting IDP development procedures and policies;
- Presenting action plans of IDP interventions through the implementation and monitoring of the Integrated Development Plan necessary to achieve acceptable levels and standards of service delivery to the relevant stakeholders for consideration and inclusion into the Municipality's short/ medium-term performance and service delivery plans;
- Managing the development of the IDP Review Process Plan and liaise with all relevant municipal Department and other spheres of government to ensure alignment of plans;
- Consultation with the District Municipality and other relevant stakeholders, to ensure alignment of Municipality's IDP process with the District IDP Framework;
- Preparing submissions/ reports to specific Portfolio Committees and MANCOM for perusal and discussion;
- Plans and implements the formulation of specific policies and procedures associated with the IDP;
- Manages key requirements associated with the formulation and/ or review of the Integrated Development Plan;
- Controls the Key Performance Indicator's and outcomes of personnel within the Section;
- Preparing capital and operating estimates and controls expenditure against the approved sectional budget allocations;

- Disseminates functional and operational information on the immediate, short and long term objectives and current IDP developments, problems and constraints;
- Manages specific administrative and reporting requirements associated with the key performance and result indicators of the functionality

DEPARTMENT : **OFFICE OF THE MUNICIPAL MANAGER**

POST : **CHIEF RISK OFFICER**

T.A.S.K. GRADE : **T.A.S.K. 17**

EMPLOYMENT CONTRACT: **PERMANENT**

SALARY SCALE : **R 747, 532.00 – R 970, 353 PER ANNUM (Plus Benefits)**

MINIMUM REQUIREMENTS

- Grade 12
- Bachelor's Degree in Internal Auditing or relevant qualification at NQF level 7;
- At least 5 years work-related experience of which 3 years must be at the management or supervisory level;
- A valid driver's license is essential; and
- Proof of Computer literacy with all office applications.
- Valid registration in relevant Professional Body

KEY PERFORMANCE AREAS (INCLUDE BUT NOT LIMITED TO)

- Manages the risk management plan;
- Develops the institution's risk management policies, procedures and systems;
- Develops appropriate risk prevention and sustainability strategies to meet the needs of the municipality;
- Develop and design risk management tools in line with National Treasury guidelines;
- Planning the execution, and reporting phase in risk Strategic, Operational and Project-based activities;

- Develop an integrated report on Strategic, Operational, and emerging risks of the institution;
- Develops and maintains a platform created for reporting any cases of fraud, corruption, and maladministration;
- Manages the implementation of the professional;
- To advise the Accounting officer to improve the levels of compliance with all applicable compliance obligations;
- Direct and lead the process of embedding enterprise risk management framework in the municipality;
- Controls the Key Performance Indicators and outcomes of personnel within the section.

PLEASE NOTE:

1. Preference will be given to a suitable qualified person in line with the Employment Equity Act and approved employment equity plan of KSD Municipality. Applicants from designated groups are encouraged to apply especially women and people with disabilities.
2. Applicants should submit their applications together with a cover letter, CVs and certified copies of their qualifications, academic record, [Matric certificate must also be attached] ID- document and Driver's licence [where applicable].
3. Faxed and emailed applications are not accepted, **APPLICATIONS RECEIVED AFTER THE CLOSING DATE AND TIME** and applications without certificate of documents will strictly not be considered.
4. Canvassing for appointment to the positions and corroborating proof thereof will result in disqualification of a candidate.
5. Appointment will be subjected to compulsory pre-employment screening in the form of determining the validity of qualifications, current and previous employment reference checks, criminal checks and competency assessments (where applicable). Applicants in possession of foreign qualification/s must attach a certificate of evaluation from SAQA.
6. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted after 30 days from the closing date of the advertisement, please consider your application unsuccessful.

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7. **CLOSING DATE: NOT LATER THAN 20 SEPTEMBER 2024.**

The Council reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Alternatively, applications may be posted or hand-delivered to:

Office 312 Archives and Registry, Third Floor, Munitata Building or Post to:
The Director Corporate Services KSD Local Municipality. P. O. Box 45.
MTHATHA 5099.

KSD Fraud and Corruption Hotline **0800 360 634**



N. PAKADE
MUNICIPAL MANAGER

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Dr. Tull