



Elundini Local Municipality

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14<sup>th</sup> December 2017

## ELUNDINI LOCAL MUNICIPALITY

### NOTICE NO. 08-2017-2018

**The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following position:**

#### **OFFICE OF THE MUNICIPAL MANAGER**

**Risk Management Officer (Task Grade 13)**

**Annual Basic Salary R 315 838.00**

**Minimum Requirements:** • Three year degree in commerce and/or accounting, auditing and risk management • Code EB Driving License • Computer Literate – Office Applications • Three (3) years relevant working experience including the ability to identify new risks facing the institution with significant management responsibility. • Experience in the rollout of a risk management methodology.

**Main Duties:** • Drafting a program for key stakeholders' consultation process towards the development of the policy, inviting them to consultative processes and collating policy inputs. • Preparing the final draft of the policy for submission to Strategic Governance Committee and coordinating review process at least annually to reflect the current stance on risk management • Communicating the municipal risk management philosophy in the context of how risk management is expected to support the municipality in achieving its objectives; defining risk and risk management as they apply within the municipal context; spelling out the objectives of risk management and outlining the risk management approach • Publishing and circulating the risk management policy to existing and new staff as part of the risk awareness strategy • Facilitating development of risk management strategy which contains a plan of action to

If you are aware of any instances of fraud and/or corruption within the municipality, these matters may be reported, anonymously, to:

FreeCALL: 0800 117 844 • FreeFAX: 0800 007 788 • SMS: 32840 • Email: elundini@tip-offs.com

FreePOST: FreePOST KZN138, Umhlanga Rocks, 4320

improve the municipal risk management maturity; a focus on the prevention of fraud and corruption; clear

Municipal risk management architecture and reporting lines; a description of the risk management modality; user guidelines and details of review and assurance of the risk management process. • Soliciting consensus on frequency, content and format of reporting and responsibility for reporting. • Facilitating designing of risk response by identifying and evaluating options to mitigate risks, detailing list of all material risks and developing strategies for treatment, acceptance, reduction or elimination of the risks as determined by the overall level of the risk against municipality's risk tolerance levels and implementing the chosen option. • Developing control activities by producing detailed action plans for managing all material risks; considering best control options from various alternative control types such as management control, administrative controls, accounting controls, information technology controls (preventative controls, detective control and corrective controls.) • Designing risk assurance plan to verify risk mitigation and internal control by developing a spread sheet or a system that details all the key controls of the municipality and indicating which assurance provider will validate them and how often a control will be validated. • **FRAUD AND CORRUPTION PREVENTION** • Identifying key role players and their responsibilities in the development of fraud prevention policy and strategy; spelling out the objectives of fraud risk management; outlining the fraud prevention approach. • Working with management to develop Fraud and Corruption Prevention Policy to outline municipality's focus and commitment to the reduction and possible eradication of incidences of fraud and misconduct. • Reducing exposure to liability, sanctions and litigation that may arise from violations of law or stakeholder expectations • Deriving practical value from the development of a sustainable process of managing fraud, corruption risk and improving performance. • Confirming municipality's commitment to legal and regulatory compliance and ensuring that policy statement highlights all important aspects such as anti-fraud programs; procedure for reporting fraud; mechanisms in place to prevent; detect and investigate fraud; recovery of financial losses; anti-fraud culture & values of the organisation; etc. • **INFORMATION MANAGEMENT AND RECORDKEEPING:** Preparing Risk Management Committee and fraud & Corruption Committee agendas and minutes. • Keeping and making available all documentation for audit purposes. • **COMMUNICATION** • Distributing information through publications and presentations outlining critical risk management including fraud and corruption risk management interventions, scope, and coverage. • Recommending guidelines to resolve risk management issues and conducting presentations/ workshops for management, council and the public. • Coordinating operation of Anti-Fraud hotline with customer care consultant. • **REPORTING AND PERFORMANCE MANAGEMENT** • Developing monthly reports for Strategic Governance Committee and submit to manager for verification. • Developing quarterly performance report with clear evidence information in line with the set targets in the work plan and submit to manager for performance assessments.

## **INFRASTRUCTURE, PLANNING & DEVELOPMENT**

### **Artisan Aide – Electrical (Task Grade 05)**

**Annual Basic Salary R 98 809.08**

**Minimum Requirements:** • Grade 12 + N6 Electrical Engineering (Heavy Current) • Two (2) years relevant working experience.

**Main Duties:** • Reading and interpreting minor drawings/ work orders detailing layout and specifications. • Receiving instruction from the Artisan on the layout and the execution of specific work sequences • Laying cables and positioning supporting structures (poles) and cleaning and tinning of conductors, binding and strapping, stripping of individual conductors. • Terminating cables, wires etc to junction boxes, connecting blocks and/ or terminals including soldering, fitting of lugs and harnessing wires. • Installation of new electrical meters to the new customers. • **MAINTENANCE AND REPAIR** • Conducting inspection for detecting defective components of overhead and underground networks. • Removing and replacing defective components and/or attending to the stripping, cleaning and joining of overhead and underground cables and lines on isolated networks. • Testing circuits and the functionality of new components using testing and fault detection equipment and communicating outcomes to the immediate superior. • Maintaining the existing service connection in accordance with routine schedules. • Assisting in revenue protection and collection through regular meter auditing and zoning; conducting inspections where tampering and bypassing is suspected, replacing faulty meters, conducting disconnections and reconnections, and conducting meter readings on a monthly basis.

• **CUSTOMER SERVICE** • Investigating customer complaints, claims and quality of supply queries. • Providing timeous feedback to key receivers on abnormal conditions and restoration of supply. • Providing information to large power users on the safe and efficient use of electricity. • **TOOL AND EQUIPMENT STORAGE/ CARE** • Removing and washing off debris from tools and equipment. • Placing and stacking tools/ equipment in the vehicle, observing sequences and procedures supporting safe transit. • Loading materials physically and other products and/or holding and guiding plant/ equipment during the hoisting and placement. • Removing debris/ rubble, etc and cleaning worksites. • **SUPERVISION AND CONTROL** • Showing and indicating the working limits when they are trenching • Supervising them when pulling or laying the underground cables or overhead lines.

Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found. **NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.**

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants.

**Faxed applications will not be accepted.**

Applications should be addressed to:  
Director - Corporate Services  
Elundini Local Municipality  
P.O. Box 1  
Maclear  
5480

**Tel. No: (045) 9328100**

**Closing Date: 19<sup>th</sup> January 2018**