



Ramotshere Moiloa Local Municipality

ASSISTANT PERSONNEL ADMINISTRATION DEPARTMENT: CORPORATE SERVICES POST LEVEL: 7 REMUNERATION: R351 595.00 – R388 273.00

Requirements: Diploma in human resource field. Computer literacy. Good communication skills. Attention to detail. Bilingualism. Knowledge of municipal procedures and relevant management skills including legislation. Good understanding of Batho-Pele principles and the meaning thereof. Excellent and effective communication skills. To administer all leave records of all employees. Preparation of salaries of all employees.

KEY PERFORMANCE AREAS:

To ensure proper and accurate personnel records are kept. To administer benefit schemes of all employees. Upkeep of personnel files and changes to update information. To liaise with municipality and benefit scheme administrators. Assist with vacancy applications. Assist with interview sessions. To oversee preparation of new entrants and exit and liaise with payroll on regular basis. Secure confidential information of all employees.

HUMAN RESOURCES: PROCUREMENT AND MAINTENANCE DEPARTMENT: CORPORATE SERVICES POST LEVEL: 4 REMUNERATION: R 509 935.00 - R 535 951.00 Per Annum

REQUIREMENTS:

B-Degree/ Diploma in Human Resources qualification. NQF 6. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Three (3) years' relevant experience in Human Resource field will be an added advantage. Must have driver's licence (code 08 or 10). Excellent and effective communication skills. Knowledge of municipal procedures and relevant management skills including legislation. Preparations of salaries and salary related documents for payment Attention to detail. Deep grounding in human resource. Good understanding of employee benefits and leave administration. Language efficiency. Good understanding of Batho-Pele principles and the meaning thereof.

KEY PERFORMANCE AREAS: Recruit, select and place personnel. To develop, implement and maintain personnel information system. Assist with vacancy applications. Co-ordinate interview sessions. To co-ordinate the implementation of performance management. To co-ordinate employee assistance programs. To oversee preparation of new entrants and exit and liaise with payroll on regular basis.

SENIOR ADMIN OFFICER: LAND USE, PROPERTIES AND VALUATIONS DEPARTMENT: MUNICIPAL PLANNING AND DEVELOPMENT POST LEVEL: 4 REMUNERATION: R 509 935.00 - R 535 951.00 Per Annum

REQUIREMENTS:

Diploma in Town and Regional Planning or relevant B-Degree. NQF Level 6. Computer literacy. Bilingualism. Communication skills. Accuracy. Negotiation skills. Report writing. Four (4) years relevant experience.

KEY COMPETENCIES:

General office admin and typing. Ability to ensure that lease and or rental agreements on council properties are in place and legal. Ability to co-ordinate valuation of properties. Ability to draft valuation roll.

KEY PERFORMANCE:

To ensure that lease and or rental agreements on Council properties are in place and legal. To ensure all purchase agreements are beneficial to council. To develop and keep a register of all agreements, contracts and securities. To ensure the all developments within the Municipality are planned for. To take control of the spatial development, land use management and land development planning. To take ownership of the management and co-ordination of the valuation of properties and the drafting/ update of the valuation roll.

UNIT MANAGER: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) ADMINISTRATION DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER POST LEVEL: 2a REMUNERATION: R653 206.00 per annum

REQUIREMENTS:

The ideal applicant should be in possession of a Diploma / B Com Accounting with qualification as a chartered Accountant as added advantage
A minimum of 3 years' experience in Local Government as well as Auditing, unless a candidate can demonstrate that she/he has developed necessary competencies in government. Knowledge of Municipal Finance Management and Supply Chain Management processes, high degree of confidentiality. Computer Literacy. A valid RSA driver's license.

KEY COMPETENCIES: Knowledge of Local Government legislations, processes and procedures, good communications skill, people Management and facilitation skills and co-ordination.

KEY PERFORMANCE AREAS:

Assist the Chairperson and the committees to run the committee affairs. Draw the annual MPAC Programme in line with municipal cycle, source Municipal Council documents and reports that are needed for MPAC in order to perform its duties. Benchmark committee activities as well as functionality with other municipalities' Ensures that MPAC report are tabled in council and track implementations of MPAC resolutions by Council, serve as advisor to the chairperson Records and Files, Liaise with internal Audit Shared service. Table all internal audit reports to the Council.

OCCUPATIONAL HEALTH AND SAFETY OFFICER DEPARTMENT: CORPORATE SERVICES POST LEVEL: 4 REMUNERATION: R 509 935.00 - R535 951.00 Per Annum

REQUIREMENTS:

Matric. National Diploma or Degree in Occupational Health and Safety/ National Diploma in Human Resources /National Diploma in Public Administration / National Diploma in Occupational Hygiene / NQF Level 6 in the relevant field or equivalent qualification. Knowledge and experience in Occupational health and safety programmes. Valid driver's licence. Computer literacy. Good planning, organising, coordination and facilitation skills. Investigation skills. Analytical and research skills. Good interpersonal and communications skills.

KEY RESPONSIBILITY AREAS:

OHS functions- Implement the requirements of Occupational Health and Safety Act by establishing OHS committee, developing OHS policies, facilitating the appointment and training of H & S representatives, first aiders in line with the OH & Safety Act. Identifying, assessing and controlling risks and hazards (through risk assessment plan/report). Developing and implementing safety working procedures. Developing an emergency plan and investigating incidents and accidents in the work place. Implement OHS Management System in order to ensure employees, safety in the Municipality/Workplace. Conducting risk assessment process through office and work

station inspections (consultation with employees). Assessing the results of the analysis and recommend to Management through a report. Ensure the functionality of the SHE team to ensure that relevant role players. Contribute to the effectiveness of the OHS programme by establishing and facilitating OHS Committee meetings. Taking and preparing minutes and distribute to Committee members. Preparing agendas for next meeting, filing copies of minutes for future reference. Implementing the recommendations of the OHS Committee. Perform recordkeeping for audit purposes. Recording incidents occurred for Injuries on duty. Ensuring that the Occupational Health and Safety Officer reports all incidents to the Compensation Commissioner as prescribed in the Act.

SENIOR INTERNAL AUDITORS DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER X2 POST LEVEL: 4 REMUNERATION: R 509 935.00 - R 535 951.00 Per Annum

The position reports to the Manager internal audit and provides support to the Audit Committee and must ensure that an effective internal audit service is rendered to the Ramotshere Moiloa Local Municipality.

REQUIREMENTS:

An appropriate B.com/B.Compt. Degree with Auditing and Accounting as major subjects or a three-year National Diploma in Auditing/B.Tech with three experiences in the field or equivalent NQF6 qualification coupled with appropriate audit experience. A minimum three years' experience as Senior Internal Auditor or five years' experience as Internal Auditor. Possession or studying towards any of the IIA certification such as Certified Internal Auditor (CIA). Certification in Control Self-Assessment (CCSA) Certification in Risk Management Assurance (CRMA) will be an added advantage. Computer literacy with knowledge of Microsoft packages and sound knowledge of auditing software such as Teammate, ACL Barnowl. Demonstrate sound knowledge of current Internal Auditing Standards, methodologies, risk management, governance and control frameworks. Knowledge of relevant legislation such as Municipal Finance Management Act. Public Finance Management Act, Public Audit Act, Treasury Regulations and International Standards for the professional Practice of Internal Auditing. Good analytical problem-solving and communication skills (written and verbal) A valid driver's license is a must to travel throughout the area of jurisdiction of the Municipality.

Key Performance Areas: Assist the Manager with general management of the Internal Audit Unit. Prepare internal Audit Strategic and Operational plans and manage such plans. Review and quality assure audit working papers and audit reports. Assist with Audit Committee reports, audit packs and appropriate Audit Committee support. Ensuring Internal Quality Assurance reviews and maintaining a Quality Assurance and Improvements Programme. Ensure efficient and effective utilisation of resources and proper management of audit assignments with budgetary and time parameters. Manage key performance areas of subordinates, identification and management of staff training and development requirements including the performance of on-the-job-training. Manage relationships with client management and other stakeholders. Conduct reviews and development of Internal Audit policies and procedures, charters and methodologies as appropriate. Perform all relevant functions related to this post as stipulated in the MFMA/PFMA and treasury Regulations.

UNIT MANAGER INTERNAL AUDIT DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER POST LEVEL: 2a REMUNERATION: R653 206.00 PER ANNUM

The position provides support to the Audit and Risk Committee and must ensure that an effective internal audit service is rendered to the Ramotshere Moiloa Local Municipality.

REQUIREMENTS:

An appropriate B.com/ B.Compt. Degree with Auditing and Accounting as major subjects or three-year National Diploma in Auditing/ B.Tech. with three (3) years' experience in the field or NQF 6 qualification coupled with appropriate audit experience. A minimum three (3) years' experience in middle management. Possession or studying towards any of the IIA certifications such as Certified Internal Auditor (CIA), Certification in Control Self-Assessment (CCSA), Certification in Risk Management Assurance (CRMA) etc. will be an added advantage. Computer literacy with knowledge of Microsoft packages and sound knowledge of auditing software such as Teammate, ACL, Barnowl. Demonstrate sound knowledge of current Internal Auditing Standards, methodologies, risk management, governance and control frameworks. Knowledge of relevant legislation such as Municipal Finance Management Act, Public Finance Management Act, Public Audit Act, Treasury Regulations and International Standards for the Professional Practice of Internal Auditing. Good analytical, problem solving-solving and communication skills (written and verbal). A valid driver's licence is a must to travel throughout the area of jurisdiction of the Municipality.

KEY PERFORMANCE AREAS:

Assist with general management of the Internal Audit Unit. Prepare Internal Audit Strategic and Operational plans and manage such plans. Review and quality assure audit working papers and audit reports. Assist with Audit Committee reports, audit packs and appropriate Audit Committee support. Managing Internal Quality Assurance reviews and maintaining a Quality Assurance and Improvements Programmes. Ensure efficient and effective utilisation of resources and proper management of audit assignments with budgetary and time parameters. Manage Key Performance Areas (KPA's) of subordinates, identification and management of staff training and development requirements including the performance of on- the-job training. Manage relationships with client management and other stakeholders. Conduct reviews and development of internal Audit policies and procedures, charters and methodologies as appropriate. Perform all relevant functions related to this post as stipulated in the MFMA/PFMA and treasury Regulations.

DIRECTORATE: BUDGET AND TREASURY OFFICE ACCOUNTANT INVENTORY MANAGEMENT POST LEVEL : 4 REMUNERATION: 509 935.00- 535 951.00 per annum ACADEMIC QUALIFICATION REQUIREMENTS

Recognised NQF level 6 in the field of accounting, Financial Management or external audit (NOT internal audit) e.g. BCom accounting, BCom Financial Management etc. (inherent job Requirement) OR Equivalent National Diploma
• Knowledge of GRAP/IAS standards on assets e.g. GRAP 12, 17, 100, Understanding of Accounting Practises.
• Knowledge of MFMA, Supply Chain Management Regulations and related legislations will serve as an added advantage.

EXPERIENCE REQUIREMENTS

- Minimum of 3 years relevant experience in the stores/warehouse environment
- Working knowledge of pastel evolution software will serve as an added advantage

KEY PERFORMANCE AREAS

- Responsible for the attainment of the council's objectives

through proper procurement and control of all stock, materials and equipment.

- Plan, direct and coordinate the procurement of goods and services at the best price, at the right time, best quality and correct quantity, to ensure cost effectiveness and to act in accordance with the procedures and prescriptions of the procurement act, by overseeing the following amongst others:

- » Obtaining stock level reports from the stock section
- » Analysing the stock purchase request form
- » Determine if the stock must be purchased accordingly to minimum/ maximum stock levels and demand
- » Decisions must be taken if the request for stock is a once-off demand or normal stock item
- » When it is a once-off demand, a buy-out option is considered by completion of buy-out requisition and order.
- » If it is a new stock item, the relevant department must be consulted for input
- » prices with suppliers to ensure cost reduction
- » Purchases will be done on obtaining quotations or by tender process as per Procurement Policy
- » On receipt of quotations, price analysis and stock availability is considered
- » A purchase order is placed by telephone or fax
- » Always considering outstanding orders
- » Always consider items on tender
- » Obtain a buyout requisition from relevant departments
- » Check all the details in the requisition to ensure compliance with the Procurement Policy
- » Check vote numbers/ descriptions/ quantity/ signatures/ calculations, etc
- » Any changes to be authorised
- » Any uncertainty in the requisition is clarified with the relevant department
- » The order is issued accordingly
- » Advising other departments on the correct completion of budget requisition in accordance with procurement policy.

- Plan and control the activities of subordinates:
- Perform administrative and human resource related activities to ensure that all personnel work according to the prescribed policies and procedures
- Provide co-ordination between the activities of the procurement of stock and the control over existing stock
- Administer the implementation of policies and procedures with regard to procurement and stock control
- Ensure that the inventory management policy is reviewed at least once a year.
- Oversee the timely adjustment of stock to ensure that correct stock levels are maintained
- Set stock levels in co-ordination with directorates; especially high turnover items to ensure that the correct items are carried
- Oversee the effective and efficient record-keeping of stock on hand to ensure that all stock received and issued correspond with inventory registers/computer/financial system balances.
- Responsible for proper and safe organising of stores/store area to ensure orderly stores.
- Manage the preparation of yearly stocktaking/ participation to ensure that the stocktaking was done properly according to prescribed regulations, by seeing to it that the following functions are carried out.
- Liaise with creditors division to ensure that the supply chain management function is performed effectively and efficiently.
- Disposal of stock / auction / write-off to ensure that the redundant / obsolete stock has been verified to the auction store,
- Prepare monthly reports and quarterly reports to be submitted to council.
- Prepare and ensure that full stock counts are done two times in a financial year and spot count on quarterly basis.
- Provide the external and internal auditors with information to ensure compliance during the audit and respond to Audit findings.
- Prepare the reconciliation of the stock general ledger and the stock valuations.
- Prepare council item of stock adjustment or write-offs.

STORE ASSISTANT POST LEVEL : 10 REMUNERATION: 218 674.00-243 647.00 ACADEMIC QUALIFICATION REQUIREMENTS

Grade 12, Computer Literacy, National Diploma in Supply Chain Management or Procurement, Good interpersonal Skills, Good Communication Skills,

EXPERIENCE REQUIREMENTS

- Minimum of 2 years relevant experience in the stores/warehouse environment.
- Working knowledge of pastel evolution software will serve as an added advantage

KEY PERFORMANCE AREAS

- Assist with the issuance of stock, material and equipment.
- Assist with the unloading of stock, materials and equipment during dispatch/ receiving.
- Responsible for the packing/storage of all stock, materials and equipment in designated areas, racks and other storage spaces:
- Ensure that stores/storage areas are neat and safe and are done in terms of prescribed procedures/methods,
- Stock control (receiving) to receive incoming goods from various suppliers to ensure proper control over stock and that there is stock.
- Stock taking counting of stock and other preparations under supervision of the supervisor.
- Conduct daily spot checks of stock to ensure that re-ordering and minimum stock levels are maintained.
- Assist with admin duties procurement officer with administrative duties.
- Capture stock issues on the pastel system.
- Filling of all store's requisitions.
- Oversee and ensure cleanliness of stores at all times with the assistance of General assistant.

PLEASE NOTE: A covering letter, clearly stating the position you are applying for, certified copies of academic qualifications and a copy of your Curriculum Vitae must accompany the applications. Short-listed candidates will be required to produce original copies of academic qualifications on the day of the interview. Correspondence will only entered into with short-listed candidates. If you do not receive a notification regarding your application within the one month of the closing date, kindly assume that your application was not successful. The municipality reserves the right to make no appointment.

Applications with comprehensive CV's and certified copies of qualifications should be addressed to: The Municipal Manager, Ramotshere Moiloa Local Municipality, P.O BOX 92, ZEERUST, 2865. Applications to be forwarded at: recruitment@ramotshere.gov.za

ENQUIRIES:

Mr.M.E Mangope at 018 642 1081 Ext 206
Notice No:

Closing Date: 11 June 2024