




Moretele Local Municipality is an equal opportunity affirmative action employer, and hereby invites suitably qualified and experienced persons for appointment for the under mentioned position. 

## ADVERTISEMENT BUDGET & TREASURY OFFICE

**Post: Asset Clerk**

**Salary: R279950.64 – R289748.91 Per Annum Excluding Benefits**

**Post Level: 06**

**Conditions of Employment: Permanent**

### **Minimum Requirements: -**

- Grade 12 with Accounting/or Financial Management.
- Diploma or Degree in Accounting/Financial Management will be an added advantage.
- Valid EB driver's license will be an added advantage

### **Key Performance Areas:**

- Capture assets in the management system.
- Compile supporting documents for all complete infrastructure assets as well as work in progress.
- Compile and file copies of invoices for all procured assets.
- Barcode and assist with verification of movable assets.
- Implement asset management policies and legislative prescripts.
- Perform any other duties as and when on the request of the employer-

### **PERSONAL ATTRIBUTES**

- Must be able to communicate effectively ( Verbal, Written ) with all stakeholders at a strategic level
- Must have persuasive skills to influence short-, medium- and long-term service delivery plans to deliver on municipal strategies and goals.

**ADVERTISEMENT  
OFFICE OF THE MUNICIPAL MANAGER**

**Post: Internal Auditor**

**Salary: R435764.16 – R451015.91 Per Annum excluding benefits**

**Post Level: 01**

**Conditions of Employment: Permanent**

**MINIMUM REQUIREMENTS: -**

- Matric
- A recognized three-year tertiary qualification in Internal Auditing or equivalent.
- A minimum of 5 years' experience in Internal Auditing.
- Sound knowledge of International Standards for the Professional Practice of Internal Auditing (ISPPIA), Municipal Finance Management Act (MFMA), Treasury Regulations, Municipal Systems Act (MSA) and related legislation.
- Computer literacy
- Valid driver's license.

**KEY PERFORMANCE AREAS**

- Maintain all organizational and professional ethical standards.
- Assist in identifying and evaluating the organization's risk areas and provide input to the development of the annual audit plan.
- Supervises the work of the internal audit assistant.
- Reviews the planned and the execution of internal audits in accordance with the Internal audit strategic and operational plan and in compliance with the International Standards for the professional Practice of Internal Auditing.
- Identifies and reports on control deficiencies relating to compliance with laws and regulations.
- Compile draft audit reports.
- Represent internal audit on organizational project teams.
- Perform all related work as assigned.
- Perform audit procedures, including identifying and defining issues,
- Performs related work as assigned by the internal auditor manager

**PERSONAL ATTRIBUTES**

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**ADVERTISEMENT  
HUMAN RESOURCE AND CORPORATE SERVICES**

**Post: Occupational Health and Safety Officer**  
**Salary: R370251.84 – 374211.50 Per annum Excluding Benefits**  
**Post Level: 03**  
**Conditions of Employment: Permanent**

**MINIMUM REQUIREMENTS: -**

- Matric and A Safety Management course certificate in SAMTRAC and IT IS
- 5 years' extensive experience in and knowledge of environmental and occupational health and safety in Local Government
- Computer Literacy
- Demonstrated knowledge of safety rules and regulations stipulated by the OHS Act and COID Act at all levels of Government
- Instructional Techniques in Safety with a National Occupational Safety Association Training Licence
- A valid Driving Licence

**KEY PERFORMANCE AREAS: -**

- Conduct safety audits and inspections to ensure compliance with OHS requirements
- Establish and maintain complete safety and training records
- Develop, update, and manage workplace safety programmes, procedures, and policies
- Conduct hazard identification and risk assessment
- Make sure that personal protective equipment, such as dust masks, safety glasses, footwear, and safety helmets, is being used in workplaces according to regulations.
- Make sure that the organisation is aware of, and complies with, all legislation in relation to the use of its plant, equipment, and substances, as well as in all workplace activities

- Assist with the rehabilitation of workers after accidents or injuries and make sure they experience a satisfactory return to work.

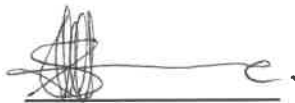
#### **PERSONAL ATTRIBUTES**

- Must be able to communicate effectively (Verbal, Written) with all stakeholders at a strategic level
- Must have persuasive skills to influence short-, medium- and long-term service delivery plans to deliver on municipal strategies and goals.

**The Human Resource Directorate, Private Bag X367 MAKAPANSTAD 0404. All Enquiries related to this position should be directed to the Human Resources Manager (Mr. J.O Mabasa) at (012) 716 1317.**

Faxed and e-mailed applications will not be considered. If you do not hear any response from the Municipality within 30 days from the date of closing, please consider your application as unsuccessful. Communication will be limited to shortlisted candidates only.

**Closing date: 11 February 2022**



**Mr. S.H Moreriane**

**Acting Municipal Manager**