



BERGRIVIER MUNISIPALITEIT

Bergrivier Municipality ensures the wellbeing of all communities within the Bergrivier region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment.

Bergrivier Municipality with its head office in Piketberg and approximately an hour's drive from Cape Town currently has the following vacancy and awaits applications from competent persons who comply with the minimum job requirements. (Women and persons with disabilities are encouraged to also apply.)

VACANCY
INTERNAL & EXTERNAL APPLICATION WILL BE CONSIDERED

RISK OFFICER (PIKETBERG)
DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER
REF: MM19/015/PB

Qualifications: A relevant three (3) year tertiary qualification, preferably a National Diploma or B degree;
Computer Literacy: MS Office

Experience: Two (2) – Three (3) years Risk and/or Auditing experience.

Requirements: A Valid driver's licence · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/isiXhosa – Speak, Read and Write) · Sound knowledge of Risk Management Frameworks (COSO II and ISO 31000) · Excellent report writing skills · Sound project management skills · Good understanding risk analyses systems · Sound knowledge of systems of internal control · Analytical and investigative mindset · Good understanding of risk management principles · Ability to develop and present risk reviews · Persistence in driving issues to resolution · Effective communication and marketing skills in dealing with senior individuals · Strong personality and ability to handle conflict · Personal values, ethics and integrity · Professional and positive attitude · Strategic and logical reasoning skills · Demonstrate high integrity and commitment to work ethics · Demonstrate knowledge of the industry · Computer literate with MS Excel, MS Word, Risk Management Software and Financial systems · Good knowledge of Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, Municipal Procurement Policy Framework and Treasury Regulations · Must be prepared to work overtime and attend training/meetings outside the office environment · Work according strict deadlines · Able to handle stress · Must be physically fit and healthy · Must be able to cope with mental stress associated with meeting, pre-, undetermined and conflicting deadlines and frequent interruptions in the job

Job purpose: Analyse and advise on institution's risk management efforts, review the risk philosophy of the municipality, communicate risk and control information to appropriate areas of the organisation, providing guidance and monitoring within risk management standards, conducting risk assessments, co-ordinates activities and procedures under the guidance of the Internal Audit · Make recommendations to the Internal Audit or, Management, Risk Management Committee and the Performance and Audit Committee.

Key Performance Areas: Develop and coordinate implementation of a common risk assessment methodology that is aligned with the Municipality's objectives at strategic and operational levels to ensure that an effective, efficient and transparent system of risk management is implemented and maintained · Monitors and controls applications and procedures associated with the risk management functions and activities to ensure a consistent and valid method is used in compiling risk registers, gathering of risk information, enabling management to manage risks · Continuously transfer risk management principles and practises through training interventions to all stakeholders within the Municipality to develop the organisation's vision in this regard and to ensure that all role-players are sufficiently informed regarding performance and risk management by conducting risk management awareness and training workshops · Produce quality reports and recommendations to the Manager Internal Audit to enable stakeholders to stay informed and receive information in good time so that they can make informed decisions · Responsible to take part in the Municipality's Performance Management and Development System

The competency level for this position is a level 3 as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

| Core Professional Competencies | Functional Competencies | Public Service Orientation Competencies | Personal Competencies | Management / Leadership Competencies |
|--|---|--|--|---|
| <ul style="list-style-type: none"> Written communication Oral communication Attention to detail Ethics and professionalism Organisational awareness Problem solving Planning and organising | <ul style="list-style-type: none"> Business processes Use of technology Data processing and analysis | <ul style="list-style-type: none"> Interpersonal relationship Communication Service delivery orientation Client orientation and customer focus | <ul style="list-style-type: none"> Action Orientation Resilience Change Readiness Learning Orientation | <ul style="list-style-type: none"> Impact and influence Team orientation Direction setting Coaching and mentoring |

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| Salary: | R 368 748.00 annually (T12 of a Category 3 Local Authority) |
| Date of acceptance: | 01 October 2024 or as soon as possible |
| Enquiries: | Mr M Mseleni at 022 913 6002 |

GENERAL:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including a housing allowance for home owners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.
3. The Municipality is not bound to make any appointment.
4. All appointments are subject to Police clearance; which means that by applying for a position at the Municipality you give us permission to obtain a Police clearance,
5. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
7. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
8. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
9. Appointment in certain posts is subject to a security clearance and applicants will also undergo an interview and evaluation process and where necessary, write a trade test.
10. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provide to us is true, correct and up to date.
11. Preference will be given to candidates within the Bergrivier Municipal area (WC013).
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.

A covering letter with at least two (2) contactable references (managers, subordinates or peers), must accompany the completed prescribed application form (available on request at Tel. 022 9136000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification certificates, ID document, Drivers Licence and a Curriculum Vitae (Maximum of 3 pages), (only one post per application form) to reach **Municipal Offices (Aurora, Eendekuil, Redelinghuys, Piketberg, Porterville & Velddrif) within the municipal area or posted to PO Box 60, Piketberg, 7320 or by courier to 13 Church Street, Piketberg, 7320, for the attention of Mr DF Verhoog, to reach him by no later than the closing date.**

You should note that the Municipality does not accept responsibility for applications that are mailed or sent by courier and are received late or not at all. The onus is still on you to ensure that your application reaches the municipality before the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 12 JULY 2024 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 171/2024

**13 CHURCH STREET
P O BOX 60
PIKETBERG
7320**



BERGRIVIER MUNISIPALITEIT

Bergrivier Munisipaliteit verseker die welstand van alle gemeenskappe in sy gebied deur ekonomiese groei, sosiale welstand, gemeenskapsbetrokkenheid en effektiewe bestuur binne 'n veilige en gesonde omgewing.

Bergrivier Munisipaliteit, met sy hoofkantoor te Piketberg en ongeveer 1 uur vanaf Kaapstad, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen. (Vroue en persone met gestremdhede word aangemoedig om ook aansoek te doen.)

VAKATURE INTERNE & EKSTERNE AANSOEKE SAL OORWEEG WORD

RISIKO BEAMPTE (PIKETBERG)

DIREKTORAAT: KANTOOR VAN DIE MUNISIPALE BESTUURDER

VERW: MM19/015/PB

Kwalifikasie: 'n Toepaslike drie (3) jaar tersiêre kwalifikasie, verkieslik 'n Nasionale Diploma of B-graad;
Rekenaargeletterdheid: MS Office

Ondervinding: Twee (2) – Drie (3) jaar Risiko- en/of auditondervinding

Posvereistes: 'n Geldige bestuurslisensie · Bevoegdheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/isiXhosa – Praat, Lees en Skryf) · Goeie kennis van risikobestuursraamwerke (COSO II en ISO 31000) · Uitstekend verslagskryfvaardighede · Goeie projekbestuursvaardighede · Goeie begrip van risiko-ontledingstelsels · Goeie kennis van stelsels van interne beheer · Analitiese en ondersoekende ingesteldheid · Goeie begrip van risikobestuursbeginsels · Vermoë om risiko-oorsigte te ontwikkel en aan te bied · Volharding om kwessies tot oplossing te bring · Effektiewe kommunikasie- en bemarkingsvaardighede in die hantering van senior individue · Sterk persoonlikheid en vermoë om konflik te hanteer · Persoonlike waardes, etiek en integriteit · Professionele en positiewe houding · Strategiese en logiese redenasievaardighede · Demonstreer hoë integriteit en toewyding tot werksetiek · Demonstreer kennis van die industrie · Rekenaarvaardig met MS Excel, MS Word, Risikobestuursagteware en Finansiële stelsels · Goeie kennis van Munisipale Finansiële Bestuur Wet, Munisipale Strukture Wet, Munisipale Stelselwet, Munisipale Verkrygingsbeleidsraamwerk en Tesourieregulasies · Moet bereid wees om oortyd te werk en by te woon opleiding/vergaderings buite die kantooromgewing · Werk volgens streng spertye · In staat om stres te hanteer · Moet fisies fiks en gesond wees · Moet in staat wees om geestelike stres te hanteer wat verband hou met die nakoming van, vooraf-, onbepaalde en botsende spertye en gereelde onderbrekings in die werk.

Doel: Ontleed en adviseer oor instelling se risikobestuurspogings, hersien die risikofilosofie van die munisipaliteit, kommunikeer risiko- en beheerinsligting aan toepaslike areas van die organisasie, verskaf leiding en monitering binne risikobestuurstandaarde, doen risiko-evaluerings, koördineer aktiwiteite en prosedures ingevolge die leiding van die Interne Ouditeur · Maak aanbevelings aan die Interne Oudit, Bestuur, Risikobestuurskomitee en die Prestasie- en Ouditkomitee.

Sleutel prestasie areas: Ontwikkel en koördineer implementering van 'n gemeenskaplike risiko-assesseringsmetodologie wat bely is met die Munisipaliteit se doelwitte op strategiese en operasionele vlakke om te verseker dat 'n effektiewe, doeltreffende en deursigtige stelsel van risikobestuur in geïmplementeer en in stand gehou word · Toepassings en prosedures wat met die risiko geassosieer word, monitor en beheer. Bestuursfunksies en aktiwiteite om te verseker dat 'n konsekwente en geldige metode gebruik word in die samestelling van risikoregisters, die insameling van risiko-inligting, wat bestuur in staat stel om risiko's te bestuur · Dra deurlopend risikobestuursbeginsels en -praktyke deur opleidingsintervensies aan alle belanghebbendes binne die Munisipaliteit oor om die organisasie se visie in hierdie verband te ontwikkel en om te verseker dat alle rolspelers voldoende ingelig is rakende prestasie en risikobestuur deur risikobestuurbewustheid en opleidingswerkswinkels te hou · Gee kwaliteit verslae en aanbevelings aan die Interne Oudit om belanghebbendes in staat te stel om betyds ingelig te bly en inligting te ontvang sodat hulle ingeligte besluite kan neem · Verantwoordelik om deel te neem aan die Munisipaliteit se Prestasiebestuur- en Ontwikkelingstelsel

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 3 soos bepaal in Bylae A van die Munisipale Personeelregulasies Staatskenningsgewing R890 soos afgekondig in die Staatskoerant 45181 soos gedateer op 20 September 2021 en bestaan uit die volgende bevoegdhede:

| Kern Professionele Bevoegdhede | Funksionele Bevoegdhede | Openbare diensoriëntering Bevoegdhede | Persoonlike Bevoegdhede | Bestuur/Leierskap Bevoegheid |
|--|---|---|--|---|
| <ul style="list-style-type: none"> • Skriftelike kommunikasie • Mondelinge kommunikasie • Aandag aan besonderhede • Invloed • Etiek en professionalisme • Organisasoriese bewustheid • Probleem oplossing • Beplanning en organisering | <ul style="list-style-type: none"> • Sakeprosesse • Gebruik van tegnologie • Dataverwerking en ontleding | <ul style="list-style-type: none"> • Interpersoonlike verhoudings • Kommunikasie • Dienslewingsgeoriënteerdheid • Kliëntoriëntering en klante fokus | <ul style="list-style-type: none"> • Aksie-oriëntasie • Volharding • Gereedheid vir verandering • Kognitiewe vermoë • Leeroriëntering | <ul style="list-style-type: none"> • Impak en invloed • Spanoriëntering • Rigtingbepaling • Afrigting en mentorskap |

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| Salaris: | R 368 748.00 per jaar (T12 van 'n Kategorie 3 Plaaslike Owerheid) |
| Diensaanvaarding: | 01 Oktober 2024 of so spoedig moontlik |
| Navrae: | Mnr. M Mseleni by (022) 913 6002 |

ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris, waar van toepassing, betaalbaar en word aangevul deur die normale voordele van toepassing op die Munisipaliteit, insluitend 'n behuisingstoelae vir huiseienaars, onderhewig aan sekere voorwaardes.
2. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalinge van die Wet op Gelyke Indiensneming.
3. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
4. Alle aanstellings is onderworpe aan Polisie verklaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel van die dokumentasie hieronder genoem nie, sal nie oorweeg word nie.
6. Slegs aansoekers op die kortlys vir onderhoude sal gekontak word. Indien 'n aansoeker binne 6 weke na die sluitingsdatum nog geen terugvoering ontvang het nie, moet aanvaar word dat hul aansoek onsuksesvol was.
7. Gunsverwing by enige raadslid en/of enige lid van die aanstellingskomitee en/of enige personeelid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
8. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbektelers verwag word om oortyd- en bystanddiens te verrig, asook om van tyd tot tyd in ander dele van die munisipale gebied diens te lewer, soos vereis.
9. Aanstelling in sekere poste is onderhewig aan 'n sekerheidsklaring en daar sal ook van aansoekers verwag word om 'n onderhoud- en evalueringsproses te deurloop en waar van toepassing, 'n vakttoets af te lê.
10. Die munisipaliteit eerbiedig die bepalinge van die Wet op die Beskerming van Persoonlike Inligting. Met die inhandiging van u informasie en aansoek bevestig u dat die inligting wat u aan ons verskaf korrek is en 'n ware weergawe van u mees onlangse inligting.
11. Voorkeur sal verleen word aan kandidate binne Bergrivier Munisipale area (WC013).
12. Daar sal van suksesvolle kandidate verwag word om 'n dienskontrak, openbaarmaking van voordele en belange en 'n prestasiekontrak (waar van toepassing) met die werkgewer te onderteken

'n Dekbrief met vermelding van ten minste twee (2) kontakbare verwysings (lynbestuurders, ondergeskikte of eweknieë), vergesel van die voltooid voorgeskrewe aansoekvorm (op aanvraag verkrygbaar by Tel: 022 913 6000 of op die munisipaliteit se webwerf by www.bergmun.org.za), 'n Curriculum Vitae (maksimum 3 bladsye) en gesertifiseerde afskrifte van die nodige kwalifikasie sertifikate, identiteitsdokument en bestuurderslisensie (**slegs een pos per aansoekvorm**) kan by enige van die onderskeie Munisipale Kantore (Aurora, Eendekuil, Redelinghuys, Piketberg, Porterville & Velddrif) binne die munisipale gebied ingehandig word of gepos word na Posbus 60, Piketberg, 7320 of per koerier na Kerkstraat 13, Piketberg, 7320, vir die aandag van Mr. DF Verhoog, om hom te bereik teen nie later nie as die sluitingsdatum.

U moet kennis neem dat die Munisipaliteit nie verantwoordelikheid aanvaar vir aansoeke wat gepos of per koerier gestuur word en laat of glad nie ontvang word nie. Die onus berus nog steeds op u om te verseker dat u aansoek die munisipaliteit voor die sluitingsdatum bereik.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: VRYDAG, 12 JULIE 2024 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 171/2024

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**