



Knysna

Municipality || Munisipaliteit || uMasipala

inclusive || innovative || inspired

KNYSNA MUNICIPALITY

Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:

BRANCH INTERNAL AUDIT:

CHIEF AUDIT EXECUTIVE

**TASK Level 16: R556 152 to R721 752 (Basic Salary)
R789 070 to R1 002 958 (Total Cost to Council Package)**

Applicable Municipal benefits will apply.

(In addition to the above, a travelling allowance will be applicable)

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- B Degree or B Com (Hons) Degree or equivalent tertiary qualification in Internal Audit (NQF 8)
- At least 10 years appropriate internal audit and management experience of which 7 years must be auditing in a Municipal Environment
- Certification as Certified Internal Auditor (CIA) or Chartered Accountant (CA)
- Compliance with the National Treasury Regulations on the required Municipal Minimum Competency Levels;
- Knowledge of auditing process, applications and principles in the Municipal Environment to enable analysis, evaluation and reporting
- Advanced proven Computer Literacy (MS Office)
- Ability to give attention to detail and work under pressure
- Effective communication skills in at least two of the Western Cape official languages
- Valid Code B driver's license

KEY PERFORMANCE AREAS:

- Perform strategic responsibilities to ensure the Internal Audit Branch fulfils its mandate and achieves its strategic objectives
- Drive the development, maintenance and implementation of the Internal Audit Methodology
- Design and drive implementation of the Internal Audit Activity's Quality Assurance and Improvement Programme, covering both internal and external assessments
- Focusing on the alignment of engagement objectives with control objectives and specific risks by reviewing and signing-off the Engagement Letter and accurately presents the audit approach
- To review upon completion of the internal audit report and the submission of the report to the Audit Committee
- Managing and monitoring the execution of the Municipal operational internal audit plan (Risk Based Audit Plan)
- Assuring the Council that the Internal Audit Branch functions independently from management
- General management of the Internal Audit Branch
- Managing Human Resources in the Internal Audit Branch in line with municipal policies and procedures as well as applicable legislations.

All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an African, Coloured Female or Indian Male if a suitable candidate in that category can be identified.

SENIOR MANAGER ELECTRICAL

**TASK Level 17: R672 216 to R872 640 (Basic Salary)
R938 977 to R1 197 844 (Total Cost to Council Package)**

Applicable Municipal benefits will apply.

(In addition to the above, a Travelling Allowance and Scarce Skill Allowance will be applicable)

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- B Degree\B Tech in Electrical Engineering
- Proven experience in managing an electrical distribution\transmission operation of which 7 years must be in a senior position and at least 5 years of the aforementioned should be municipal experience
- Possession of a Government Certificate of Competency, Category (c) of (d) Factories\ Electrical as contemplated in General Machinery Regulations Section 2
- Compliance with Minimum Municipal Competency will be an added advantage
- Advanced proven Computer Literacy (MS Office)
- Valid Code B Driver's License
- Eligible to be registered with a Professional Body
- Effective communication skills in at least two of the Western Cape official languages
- Proven Conflict Handling skills
- Ability to give attention to detail
- Good Human Relations and communication skills
- High level of responsibility
- Ability to work under pressure without tolerance for errors
- Duties entail a high degree of safety risk

KEY PERFORMANCE AREAS:

- Perform strategic responsibilities to ensure the division fulfils its mandate and achieves its strategic directives
- Manage, control and coordinate the implementation of planned maintenance programs high, medium and low voltage reticulation systems and the fleet of the Knysna Municipality
- Manage all operational and maintenance projects within the Division for the full life cycle of the project
- Monitor all capital projects within the section for the full life cycle of the project
- Business planning and Budget Control for the division
- Provide input into town planning and building on internal and external development proposals
- Managing and coordinating the performance of approved repairs and maintenance of Municipal assets (electrical infrastructure on buildings and structures) on an agency basis
- Management of Human Resources in the division in line with municipal policies and procedure as well as applicable legislation
- General administration of the division
- Monthly reporting of division in compliance with various acts
- Systematically managing the process of identifying and assessing organisational risks within the Division and taking actions to protect the Municipality against them
- Assurance of a safe and healthy work environment for employees to perform their work safely
- Appointment as GMR 2 for the entire Municipality

All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an African, Coloured Female or Indian Male if a suitable candidate in that category can be identified.

DIRECTION TO CANDIDATES:

All applicants **MUST** complete a Knysna Municipality application form. A comprehensive CV with certified copies of qualifications (not older than 6 months), copies of training, experience, competency and previous employment record must accompany applications. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from the Human Resources Office in Queen Street, Knysna and the Municipal website: www.knysna.gov.za. Completed applications should be forwarded to the Human Resources Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: vacancies@knysna.gov.za.

Please note:

1. Correspondence will **ONLY** be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.
2. Candidates will be subjected to thorough evaluations, previous and current employers as well as references will be contacted. Verification will be done on qualifications, criminal and credit record.

CLOSING DATE: 23 JULY 2021

Mr DJ ADONIS

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.