



Thembisile Hani

Local Municipality

SOCIAL DEVELOPMENT SERVICES DEPARTMENT

INSPECTOR: LAND USE AND MANAGEMENT SERVICES

Salary: R 270 087.00 • (POST LEVEL 05)

Requirements: Recognised three years Diploma or Degree in town and regional planning • Two years relevant experience in town planning • Good interpersonal relations • Good communication skills • Computer literacy, Ms Office, and GIS • Good knowledge of law enforcement of municipal town planning By-laws will be highly recommended and EB valid driver's license.

Key responsibilities: Investigating reported problems relating to illegal usage of land and identified contraventions with the existing land use policies • Conducting general inspections to identify trends such as growth in number of home enterprises, informal trading and any other land use management related activities • Assisting with preparation of applications for business licenses and business rights on farm portions • Handling, examining and attending to inquiries from the public concerning contravention of town planning policy matters • Preparation and examination of Scheme Clause, Map 3's, rezoning and removal of restrictive title conditions and building line relaxations • Undertaking research, data capturing and compiling statistics relevant to the compilation of the IDP and Spatial Development Framework and maintain property files.

INTERNAL AUDITOR

Salary: R 304 714 .00 • (POST LEVEL 04)

Requirements: Recognised three years Diploma or Degree majoring in Internal Auditing and Financial Accounting, two years relevant experience, member of the Institute of Internal Auditors • Knowledge of the Municipal Finance Management Act • Public Sector Internal Audit and Risk Management Framework and International Standards for the Professional Practice of Internal Audit • Good communication skills • Co-ordination • Report writing • Presentation • Project management • Analytical skills • Computer literacy in Ms Word, MS PowerPoint and MS Excel is required • Experience in IT and forensic auditing and performance auditing will be an added advantage and valid driver's licence.

Key Responsibilities: Assist with the development of a three-year risk based plan and annual audit plan Report and Follow up on internal audit assignment • Prepare audit programmes, gather adequate, competent, relevant and useful audit evidence • Perform ad-hoc assignments • Provide timely audit reports to the head of Internal Audit • Build and maintain relationships with stakeholders • Assist in the development and review of the Internal Audit Charter and Audit committee charter • Assist in the development and review of the Internal Audit methodology

PERSONAL ASSISTANT: OFFICE OF THE EXECUTIVE MAYOR

Linked to the term of office of the Executive Mayor

Salary: R 623 279.00 • (POST LEVEL 03)

Requirements: Grade 12 or National Diploma or Equivalent Qualification, computer Literacy, four years' experience in a political office of which two years should be management experience, good interpersonal relations, good communication skills and valid EB driver's licence.

Key responsibilities: Handling the Executive Mayor's correspondence • Coordinating the Executive Mayor's functions • Prepare the Executive Mayor's speeches • Update and advise the Executive Mayor with the current issues affecting local governance • Be able to handle confidential information • Responsible for every task assigned by the Executive Mayor and / or the Municipal Manager.

NB: THE CLOSING DATE FOR PERSONAL ASSISTANT POSITION WILL BE THE: 26 AUGUST 2016

Application letters, indicating the position you are applying for, in a sealed envelope, must include a comprehensive CV with at least three contactable references and email addresses of the referees, certified copies of qualifications & ID document can be submitted to: The Municipal Manager, Thembisile Municipality, Private Bag x 4041, Empumalanga, 0458 **or can be handed in at the:** Human Resource Office in 24 Kwaggafontein C.

CLOSING DATE: 02 SEPTEMBER 2016 AT 15H30.

For more information: Ms Nompumelelo Tjia, at tel: (013) 986 9100.

No faxed or e-mailed applications will be accepted. Canvassing in respect of this positions will lead to disqualification of the applicant. If you have not received any correspondence from the municipality within six (6) weeks after the closing date of this advertisement, you should consider your application unsuccessful.

The municipality reserves the right not to make an appointment and no correspondence will be entered into. Successful candidates may be subjected to a screening and/or security clearance process. Thembisile Hani Municipality is an equal opportunity Employer and all appointment made will be in accordance with the Employment Equity Act.

People living with disabilities are highly encouraged to apply. All people living with Disability should state clear on their application letters what kind of disability they are living with.

