

# Winnie Madikizela-Mandela Local Municipality

Physical Address  
51 Winnie Madikizela  
Mandela Street  
Postal Address  
P O Box 12  
Bizana



Office of the Municipal  
Manager  
Tel: 039 251 0230  
Fax: 039 251 0917  
mahlakal@mbizana.gov.za

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## EXTERNAL ADVERT

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:-

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|----------------------|---|
| <b>1. POST:</b>      | <b>LEGAL OFFICER</b>                      |
| <b>DEPARTMENT:</b>   | <b>MUNICIPAL MANAGER'S OFFICE</b>         |
| <b>CONTRACT:</b>     | <b>PERMANENT</b>                          |
| <b>TASK GRADE:</b>   | <b>11</b>                                 |
| <b>REFERENCE:</b>    | <b>MLM/JD11/LEGO</b>                      |
| <b>REMUNERATION:</b> | <b>R278 849.00 basic salary per annum</b> |

### REQUIREMENTS

- ✓ Grade 12 or Matric Certificate;
- ✓ Bachelor or Laws (LLB) and/or equivalent qualification;
- ✓ 2-3 years' experience in Municipal Legal Services;
- ✓ Be Computer Literate;
- ✓ Be able interpret statutes;
- ✓ Understanding of Local Government protocols;
- ✓ Be in possession of good communication skills;
- ✓ Fluency in at least two official languages;
- ✓ Be able to work under pressure and
- ✓ Valid driver's license.

### KEY PERFORMANCE AREA

- ✓ Receiving and perusing summons in which the Municipality has been identified as defendant or respondent, reporting and/or forwarding legal documents to the immediate supervisor;
- ✓ Consulting with immediate superior on possible and/or identified course of action to be implemented by the Municipality to resolve legal issues;

- ✓ Facilitating meeting/s with complainants and/or representative for purposes of interpreting the nature of the case/ dispute and seeking practical solutions to avoid unnecessary litigation;
- ✓ Conduct independent investigations on facts of cases and reporting to immediate supervisor on the outcome of the investigation and provide recommendations thereto;
- ✓ Conduct research on relevant case law and relevance of outcomes in relation to cases brought against the Municipality and advise the immediate supervisor appropriately based on the research conducted and
- ✓ Drafting non-standard correspondence to external parties advising of the Municipality's position in relation to its respective cases
- ✓ Monitoring the contracts register; draft and/vet contracts for and on behalf the Municipality
- ✓ Conducting legal awareness workshops for Managers and Supervisors on relevant legislation in order to ensure Policies and Procedures and/or controls are effectively addressed and implemented the support the accomplishment of service delivery objectives

**2. POST: INTERNAL AUDIT ADMIN CLERK**  
**DEPARTMENT: MUNICIPAL MANAGER'S OFFICE**  
**CONTRACT: PERMANENT**  
**TASK GRADE: 06**  
**REFERENCE: MLM/JD06/IAAC**  
**REMUNERATION: R139 442.00 basic salary per annum**

**REQUIREMENTS**

- ✓ Grade 12;
- ✓ National Diploma in Auditing/Accounting;
- ✓ Minimum of 2 years' experience in Auditing field and/ or Municipal Environment;
- ✓ Be computer literate;
- ✓ Be good in communication skills, Ability to work under pressure, Self-motivated, Report writing skills
- ✓ Understanding of Public Service Regulation Framework, MFMA, GAAP/GRAP & IIA standards and
- ✓ Be able to work under pressure.

## KEY PERFORMANCE AREA

- ✓ Copying and disseminating Internal Audit documents and information to other departments;
- ✓ Assisting the general public, other staff, and outside groups and agencies by providing information related to a specific program area of assignment; receiving office and telephone callers;
- ✓ Performs administrative duties related to initiation and processing of departmental procurement requests;
- ✓ Attends to the administrative recording, reporting and recordkeeping requirements/procedures;
- ✓ Assist in preparing internal audit reports and
- ✓ Collaborating with external official departments (Audit Committee members, COGTA and Treasury), professional bodies (Institute of Internal Auditors (IIA), South African Institute of Chartered Accountants (SAICA) on an administrative requirement function.

**3. POST: JUNIOR INTERNAL AUDITOR**  
**DEPARTMENT: MUNICIPAL MANAGER'S OFFICE**  
**CONTRACT: PERMANENT**  
**TASK GRADE: 10**  
**REFERENCE: MLM/JD10/JIA**  
**REMUNERATION: R236 650.00 basic salary per annum**

## REQUIREMENTS

- ✓ Grade 12,
- ✓ Btech in Internal Auditing or BCom Accounting or National Diploma in Auditing/Accounting;
- ✓ Minimum of 3 years' experience in Auditing field and/ or Municipal Environment,
- ✓ Be computer literate;
- ✓ Interpersonal relation and communication skills;
- ✓ Adequate understanding of Public Service Regulation Framework, MFMA;
- ✓ Understanding of GAAP/GRAP & IIA standards;
- ✓ Fluent in at least two official languages and
- ✓ Be able to work under pressure.

## KEY PERFORMANCE AREA

- ✓ Co-ordinate and controls process and procedures associated with the formulation of the Municipality's risk-based Audit Plan and Program;
- ✓ Performing the review of Financial Statements and commenting to the immediate superior on their credibility and compliance to GRAP;
- ✓ Analysis of records and paper trails, conducting interviews and, testing and/ or verifying information and data;
- ✓ Co-ordinates processes and procedures to determine the Municipality's exposure to operational and compliance risks;
- ✓ Preparing procedural reports and summaries detailing functional progress and/ or outcomes for submission to the immediate superior for consideration and inclusion in specific Committee Agendas;
- ✓ Performing process analysis and detailed testing of transaction and processes

A covering letter clearly stating the position you are applying for, a comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: [hr@mbizana.gov.za](mailto:hr@mbizana.gov.za). For more information please contact: Ms N. Mshweshwe on 039-251 0230 during office hours. Closing date: 02.12.2021 @ 12pm.

**CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.**

Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



**Mr. L. Mahlaka**  
Municipal Manager