



City on the move

Suitably qualified persons are invited to apply for appointment in the following positions

## 1. OFFICE OF THE CITY MANAGER

### 1.1 SENIOR INTERNAL AUDITOR

#### **QUALIFICATIONS:**

- A Degree in Accounting or Auditing as major subjects or National Diploma / B Tech in Internal Auditing.
- CIA qualification or studying towards it.
- Registered member with the Institution of Internal Auditors will be an added advantage.

#### **EXPERIENCE:**

- A minimum of three (3) years auditing experience of which two (2) should be at supervisory/manager level.
- In-depth knowledge and understanding of Financial Accounting, Internal Audit Standards and techniques required to perform audits.
- Sound knowledge, understanding and application of Municipal Financial Management Act (MFMA) of 2003 as amended, other applicable Local Government legislation and formulation and interpretation of internal institution policies and procedures.

#### **CORE DESCRIPTION:** \* The successful candidate will be responsible for the following functions:

- Provide direction, general supervision and management of subordinates.
- Review work performed by subordinates.
- Plan audit assignments and establish audit objectives and scope of work for each assigned audit work.
- Prepare or review the audit reports for review by the Audit Manager.
- Determining which audit procedures to be used, including statistical sampling and the use of electronic data processing equipment.
- Execute internal audits regarding the regularity, financial, compliance, internal control and advisory services.
- Conduct performance audit.
- Prepare formal written reports as requested.
- Prepare working papers including the cross-referencing of audit findings.
- Prepare summary of findings and make appropriate audit findings with adequate recommendations and conclusions.
- Compile a draft audit report based on summary of findings, for review by the Senior Internal Auditor.
- Performance of special assignments at the request of management and or Audit Committee.

#### **ADDITIONAL REQUIREMENTS:**

- Preference will be given to applicants with proven analytical, lateral and innovative thinking, problem solving, good communication, leadership, team management and report writing skills.
- Computer Literacy skills.

**SALARY GRADE:** 008

### 1.2 INTERNAL AUDITOR (THREE (3) POSTS)

#### **QUALIFICATIONS:**

- A Degree in Accounting or Auditing as major subjects or National Diploma / B Tech in Internal Auditing.
- Registration with the Institution of Internal Auditors will be an added advantage.

#### **EXPERIENCE:**

- A minimum of two (2) years auditing experience.
- In-depth knowledge and understanding of Financial Accounting, Internal Audit Standards and techniques required to perform audits.
- Sound knowledge, understanding and application of Municipal Financial Management Act (MFMA) of 2003 as amended, other applicable Local Government legislation and formulation and interpretation of internal institution policies and procedures.

#### **CORE DESCRIPTION:** \* The successful candidate will be responsible for the following functions:

- Plan audit assignments and establish audit objectives and scope of work for each assigned audit work.
- Determining which audit procedures to be used, including statistical sampling and the use of electronic

data processing equipment.

- Execute internal audits regarding the regularity, financial, compliance, internal control and advisory services.
- Conduct performance audit.
- Prepare working papers including the cross-referencing of audit findings.
- Prepare summary of findings and make appropriate audit findings with adequate recommendations and conclusions.
- Compile a draft audit report based on summary of findings, for review by the Senior Internal Auditor.
- Performance of special assignments at the request of management and or Audit Committee \*

**ADDITIONAL REQUIREMENTS:**

- Preference will be given to applicants with proven analytical, lateral and innovative thinking, problem solving, good communication, leadership, team management and report writing skills.
- Computer Literacy skills.

**SALARY GRADE:** 009

## 2. COMMUNITY & SOCIAL DEVELOPMENT

### 2.1 ASSISTANT LIBRARIAN(TWO (2) POSTS)

#### (1) REFERENCE SECTION

**QUALIFICATIONS:** \* B. Bibl or National Diploma in Library and Information Studies \*

**EXPERIENCE:** \* At least one (1) years experience in the library environment \*

**CORE DESCRIPTION:** \* The successful candidate will be expected to perform the following functions:

- Assist with management of the Reference Section to ensure that different categories of users get access to information.
- Assist with ensuring availability of non-book and book material.
- Assist with marketing reference services to the community so that awareness is created about the services provided.
- Assist with implementation of education programmes so that the standard of education is improved.
- Assist with book education and library orientation.
- Assist with managing staff effectively and efficiently in the section so that performance targets and indicators are achieved.
- Receive daily income of the section in line with council policy \*

#### (2) BRANCH LIBRARIAN

**CORE DESCRIPTION:** \* The successful candidate will be expected to perform the following functions:

- Manage the branch library to ensure that different categories of users get access to information.
- Make material available and accessible to the community.
- Market education, library and information services to the community so that awareness is created about the services provided.
- Implement education programmes so that the standard of education is improved.
- Ensure book education and library orientation.
- Manage human resources effectively and efficiently in the section so that performance targets and indicators are achieved.
- Monitor and review income in line with council policy.

**SALARY GRADE:** 009/008

## TRAFFIC AND SECURITY SUB-DIRECTORATE

### 2.2 GENERAL WORKER (FIVE (5) POSTS)

**QUALIFICATIONS:** \* Grade 8 and acceptable state of health and language proficiency in at least two official languages of South Africa. Acceptable state of health \*

**EXPERIENCE:** \* Appropriate Knowledge and experience will serve as a recommendation \*

**CORE DESCRIPTION:** \* The successful candidate will be responsible for the following functions:

- To ensure an effective support service to the immediate supervisor regarding the cleaning of the parking areas.
- The cleaning of the parking areas on a daily basis.
- The cleaning of the office accommodation and toilets

**SALARY GRADE:** 018-017

## 2.3 TEA MAKER/CLEANER

**QUALIFICATIONS:** \* Grade 8 and acceptable state of health and language proficiency in at least two official languages of South Africa. Acceptable state of health \*

**EXPERIENCE:** \* Appropriate Knowledge and experience will serve as a recommendation \*

**CORE DESCRIPTION:** \* The successful candidate will be responsible for the following functions:

- The collecting of incoming post from the office of the Executive Director on a daily basis that is for attention of the General Manager to ensure that matters are addressed timeously.
- The delivering of post from Sub-Directorate Community and Social Development to other Directorates to ensure that all letters or answers on letters are received timeously by the relevant persons.
- To assist with the collecting of money for traffic offences that was sent to the Post Offices to ensure that the traffic fines of these offenders are paid.

**SALARY GRADE:** 018

## 3. UTILITY SERVICES

### WATER AND SANITATION SUB-DIRECTORATE

#### 3.1 GENERAL WORKER (TWO (2) POSTS)

**QUALIFICATIONS:** \* Grade 8 and acceptable state of health and language proficiency in at least two official languages of South Africa. Acceptable state of health \*

**EXPERIENCE:** \* Appropriate Knowledge and experience will serve as a recommendation \*

**CORE DESCRIPTION:** \* The successful candidate will be responsible for the following functions:

- Maintenance of premises to ensure a clean and healthy work environment.
- Perform general labourer duties to ensure the smooth running of the process at the plant.
- Perform any other related duties as instructed by Supervisor.

**SALARY GRADE:** 018-017

The closing date in respect of all positions will be **06 November 2009**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's and certified copies of their certificates directly to the address indicated below. The relevant telephone number can be contacted for more information.

Please note that if you do not receive any correspondence from this organisation regarding your application within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

**GM: Human Resource Management**

**P.O. Box 3704**

**BLOEMFONTEIN**

**9300**

Telephonic Enquiries : 051 – 405 8517 OR e-mail: [employ@civic.mangaung.co.za](mailto:employ@civic.mangaung.co.za)

**We thank all applicants for their interest**