

Chief Albert Luthuli Municipality

The transparent, innovative, and developmental municipality that improves the quality of life of its people

HEAD OFFICE

28 Kerk Street
Carolina
1185
P.O Box 24, Carolina, 1185
Telephone +27 (0)17 843 4000
E-mail mm@albertluthuli.gov.za
Website www.albertluthuli.gov.za



OFFICES ALSO AT

Emanzana +27 (0)17 001 1530
Elukwatini +27 (0)17 001 1540
Empuluzi +27 (0)17 001 1560
Ekulindeni +27 (0)17 001 1521

Call Centre +27 (0)17 004 0210
Toll-Free 080 001 4890

OFFICE OF THE MUNICIPAL MANAGER

INTERNAL/EXTERNAL ADVERTISEMENTS

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

POSITION: RISK MANAGEMENT, ANTI-FRAUD AND CORRUPTION COMMITTEE CHAIRPERSON X1 (RE-ADVERTISEMENT)

SALARY SCALE: The appointed candidate will be remunerated in accordance with rates approved by National Treasury

DURATION: 3-YEAR FIXED-TERM CONTRACT

Chief Albert Luthuli Municipality hereby invites suitably qualified candidates to serve as Chairperson of the Risk Management Committee in the office of the Municipal Manager:

QUALIFICATIONS AND REQUIREMENTS:

- Grade 12
- Bachelor's Degree in Risk Management, Internal Auditing, equivalent, or relevant qualifications.
- Knowledge and understanding of and exposure to legislations/Policies (MFMA/GRAP/National Treasury)
- A member of the Institute of Risk Management or studying towards the Certified Risk Management Practitioner will be an added advantage.
- A sound background in Risk Management, Auditing, performance management, and financial management.
- Minimum of 5 years' experience in the Risk Management environment, proven experience as a member of the risk management and audit committee or similar committees. Knowledge and understanding of internal controls, project management, governance, risk management principles, accounting practices, and ICT, and exposure to risk management legislations and policies.
- Sound knowledge of current risk management challenges facing Municipalities
- Knowledge and understanding of the role of internal and external audit.
- Possess strong leadership skills, analytical skills, report writing skills, and good communication skills.

KEY PERFORMANCE AREAS

- Serving as a Risk Management Committee Member Chairperson as required by the municipality's risk management and anti-fraud and corruption charter.
- Reviewing the Risk Management Policy and Strategy
- Monitoring progress on action plans developed as part of the Risk Management process
- Providing professional support on risk management, fraud prevention, ICT, performance management, financial management, strategic planning, and compliance with laws and regulations.
- To act independently and objectively in the interest of the municipality
- To intimately understand the mandate and operations of the municipality
- To exercise and apply knowledge of the risk management principles and their applications
- Representing the Risk Management Committee and interacting with the Audit Committee
- Tabling regular reports and recommendations to the MM and other relevant structures.
- Set out the nature, role and responsibility, and authority of the Risk Management function within the institution.

REMUNERATION:

The appointed Risk Management Committee Chairperson will be on a part-time basis and supported by the Committee Terms of Reference and a contract.

DEPARTMENT: CORPORATE SERVICES**POSITION: ICT STEERING COMMITTEE CHAIRPERSON X1**

SALARY SCALE: The appointed ICT Steering Committee Chairperson shall be remunerated in line with National Treasury Guidelines for sitting allowance and a maximum of three (3) hours' repair in terms of SAICA rates (Guidelines of fees for audit done on behalf of the Auditor-General).

DURATION: 3-YEAR FIXED-TERM CONTRACT

Chief Albert Luthuli Municipality hereby invites suitably qualified candidates to serve as an ICT Steering Committee Chairperson with Information Technology expertise

QUALIFICATIONS AND REQUIREMENTS:

- Grade 12
- A Post-Graduate Degree in Information Technology, Computer Science, or Equivalent qualifications relevant.
- Master's degree in information technology or computer science will be an added advantage.
- Industry-related certifications such as CGEIT, CISA, CISM, CISSP, COBIT, and/or TOGAF will be an added advantage.
- Minimum of Eight (8) years' experience in an IT role at Senior Management level gained within either of the following areas - IT industry legislation, IT policy frameworks and best practices; IT governance principles and processes; Cyber security; Enterprise and IT architecture; development of IT frameworks, policies and processes; IT risk management; ITIL processes; and implementation of IT strategies and plans.
- Proven knowledge and understanding of King IV Report on Corporate Governance requirements and Municipal related legislation, policies and processes and demonstrated track record of diligence and integrity.
- Previous experience of serving as a member or Chairperson of an ICT Steering Committee or on an Audit Committee providing ICT expertise from an oversight perspective.

COMPETENCY REQUIREMENTS:

- Must possess strong and dynamic leadership skills.
- Analytical reasoning ability.
- Good interpersonal and communication skills.
- Extensive expertise in ICT governance, strategy and implementation.
- Expertise in ICT investment and monitoring the management and mitigation of ICT risks as well as cybersecurity.
- Expertise in relation to the DPSA Corporate Governance of ICT framework, COBIT, ITIL and relevant ISO standards.

KEY PERFORMANCE AREAS

- The ICT Steering Committee is an integral element of the ICT governance within CHIEF ALBERT LUTHULI LOCAL MUNICIPALITY. The committee reports via the Audit Committee to the Accounting Authority and provides oversight, including but not limited to the following aspects:
- ICT governance (compliance with the DPSA Corporate Governance of ICT framework as well as strategic alignment, value management, risk management, resource management and performance management).
- ICT compliance including ICT policies, procedures and standards.
- ICT projects.
- ICT control environment, including the resolution of audit findings.
- Cyber security.
- Compliance with any ICT Regulations

DEPARTMENT: FINANCE MANAGER EXPENDITURE

POST LEVEL: 03

SALARY SCALE: R727 001.52

DURATION: PERMANENT

QUALIFICATION AND REQUIREMENTS:

- Grade 12 Certificate
- National Diploma in Accounting, Financial Management/B Com with financial accounting as a major subject.
- Bachelor's Degree in Accounting, Financial Management/B Com with financial accounting as a major subject will be an added advantage
- Computer Literacy
- MFMP Certificate
- Must have at least Code EB Drivers' license.
- Eight (8) and more relevant experience relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline.

KEY PERFORMANCE AREAS

- Developing and implementing expenditure policies and procedures
- Managing and controlling the expenditure department
- Ensuring sound cash flow management and cost accounting
- Scrutinising expenditure transactions and salary runs
- Compiling Financial statements
- Submitting monthly/Quarterly financial reports for the attention of the immediate supervisor
- Responsible for the Financial Accounting function, salaries, and creditors
- Compiling and maintaining an asset register in terms of GAMAP/GRAP requirements
- Ensuring compliance with the Municipal Systems Act, DORA, MFMA and other applicable relevant legislations
- Attending to Audit queries from the Auditor General in conjunction with the Chief Financial Officer
- Providing well-researched and investigated advice and guidance on budgetary and financial reporting processes

ACCOUNTANT BILLING

POST LEVEL: 04

SALARY SCALE: R465 930,68–R477 598,14

DURATION: PERMANENT

QUALIFICATION AND REQUIREMENTS:

- Grade 12 Certificate
- National Diploma in Accounting, Financial Management/BCom with financial accounting as a major subject.
- Bachelor's Degree in Accounting, Financial Management/BCom with financial accounting as a major subject will be an added advantage
- Computer Literacy
- MFMP Certificate
- Must have at least Code EB Drivers' license.
- Must have two (2) to Five (5) relevant working experience.

KEY PERFORMANCE AREAS

- Preparing and generating accurate and timely invoices
- Identifying and correcting discrepancies in invoices and addressing customer inquiries
- Keeping track of customer accounts, outstanding debts, and payments
- Ensuring accuracy and consistency in financial records
- Generating reports on billing performance and financial status
- Ensuring and verifying accuracy and compliance with billing procedures
- Maintaining the integrity of financial data and protecting sensitive information

NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED

Applications must be submitted on the Chief Albert Luthuli Municipality's application form, which is obtainable in all the Chief Albert Luthuli's municipal offices or Chief Albert Luthuli's website which is www.albertluthuli.gov.za. The application forms should be accompanied by updated and comprehensive CVs as well as recently (**not older than 6 months**) certified copies of all qualifications and Identity documents. Incomplete applications or those received after the closing date will not be considered. Applications can be forwarded to **P O Box 24, Carolina 1185, by Courier to Chief Albert Luthuli Municipality: 28 Kerk Street, Carolina, 1185, or be hand delivered to any Chief Albert Luthuli Municipal Offices.** Due to the large number of applications anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.

We thank you for the interest shown in our municipality.

NB! ALL SHORTLISTED CANDIDATES WILL BE SUBJECTED TO VETTING, SCREENING, AND REFERENCE CHECKS BY ACCREDITED SERVICE PROVIDERS AND HR PERSONNEL. CHIEF ALBERT LUTHULI MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT OPPORTUNITIES, AFFIRMATIVE ACTION, AND EMPLOYMENT EQUITY ACT AND IN THIS VEIN, APPROPRIATE QUALIFYING WOMEN, PEOPLE WITH DISABILITIES, AND PEOPLE OF COLOUR ARE PARTICULARLY ENCOURAGED TO APPLY.

NB! THE MUNICIPAL COUNCIL RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT IN ANY ADVERTISED POSITION.

ENQUIRIES: MANAGER HUMAN RESOURCES, MR. ED NKOSI

TEL: 017 843 4000

CLOSING DATE: 04 JULY 2025

**Mr ME Thabethe (Pr. Tech.Eng)
Municipal Manager**

19.06.2025
Date