



**NEWCASTLE MUNICIPALITY
VACANCIES
CS23/2025**

The following vacancies exist in the department as mentioned hereunder: -

DEPARTMENT: MUNICIPAL MANAGER: GOVERNANCE SUPPORT SERVICE

Position	SENIOR RISK OFFICER: POST ID: MM3016
Remuneration	R547 855,10 per annum (Task Grade 14)
Qualifications	• Grade 12 • Degree in Risk Management or Internal Audit with Financial Accounting as a major subject • MFMP will be an added advantage
Requirements	• Computer literacy - MS office • Valid driver's license
Experience	• 5 Years relevant experience
Responsibilities	DUTIES AND RESPONSIBILITIES: • Verifying the accuracy and completeness of risk management committee pack printed by the sub-ordinates. • Prepare quarterly narrative reports together with risk co-ordinators indicating the progress made on mitigation of risks. • Arranging meetings with the risk co-ordinators on possible deviations as per the set timelines highlighted by Risk Management Officers in the monthly reports. • Review the minutes of meetings. • To facilitate the strategic risk management sessions. • Profiling of risks after the strategic risk identification and assessment sessions. • To lead the process of operational risk identifications in risks ensuring that there is alignment of root causes, current controls and mitigating strategies of strategic risks. • To ensure that the elevation of risks in the risk identification and assessment sessions is in line with the risk management strategy. • To ensure that there is a variety of risk classifications covered during the facilitation of strategic risk. • To provide the pre-pack or manual for risk identification and assessment sessions lead the process of risk identification and evaluation of risks. • Attending and facilitation of updating the risk registers in order to evaluate and re-evaluate the risks with the risk co-ordinators, risk owners or designated individuals. • Application of risk identification and assessment methodology during the risk identification of assessment sessions. • Issuing of risk registers to risk owners and risk co-ordinators on time for regular updating by such parties. • Facilitate the issuing of questionnaires on risk management to senior management in order to assess the risk management authority at the senior management level. • Explaining and simplifying the application of risk ratings during the risk identification and assessment sessions and during the risk re-evaluation sessions. • To advise the department about the possible emerging risks during the monitoring and updating of risk registers. • To assess the level of preparedness by the departments on monthly basis with regards to the mitigation of risks. • To prepare and present material to middle management and staff on risk management and fraud awareness. • To address issues raised by management and staff on fraud and corruption campaigns in order to improve the system in place.
Where advertised	Internal / Newcastle Municipality Website

Detailed CV's can be placed in the box with the Security: Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact Mrs. K Pentz-Coates: Acting Director Governance Support Service: Municipal Manager's Office at 034 – 328 7600.

NB: COLOURED MALES AND COLOURED FEMALES ARE ENCOURAGED TO APPLY

- Canvassing for an appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate: Human Resources will not accept responsibility for information not mentioned in applications.
- **Applicants must submit copies of supporting documents. Note that certified copies must be submitted by shortlisted applicants**
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo a proficiency test.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representatively through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- **Applicants with criminal records or pending criminal / departmental or civil cases must disclose. Failure to disclose may lead to disqualification.**
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.
- **The attached application form for employment must be completed in full, accurately, and legibly.**
- **All information relevant to the candidate must be provided on this form.**
- **Any additional information may be provided on the cv.**
- **Newcastle Municipality reserves the right not to make an appointment, if you do not receive any response within 90 days of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates**

CLOSING DATE: 25 JULY 2025