



ADVERTISEMENT FOR VACANCIES, FEBRUARY 2011

DIRECTOR: PLANNING AND DEVELOPMENT

Two Year Fixed Term Contract

REQUIREMENTS: An appropriate Bachelor's degree or National diploma relevant to planning and development management. The incumbent must have managerial competencies, strategic leadership, Project Management, Financial Management, problem solving and analytic skills, Microsoft applications and knowledge of local government legislations. Developmental local government, performance management and reporting are core occupational competencies for this position.

Duties: Report directly to the Municipal Manager, Co-ordinate, develop the District's IDP framework, monitor the implementation of the IDP's. Prepare and submit business plans for the funding of development projects by the organs of State and Non-State Agencies. Conduct Research and surveys regarding development planning and economic development. Manage and execute projects. Monitor the performance of contractors. Manage Municipal Health Services in the District. Develop, implement and resource Xhariep District Municipality's Growth and Development Strategy as well as Disaster Management.

Salary: Negotiable

ENVIRONMENTAL HEALTH PRACTITIONER

Center: Kopanong Local Municipality

REQUIREMENTS: National Diploma in Environmental Health or B.Tech Degree in Environmental Health. Registration with Health Professionals Council of South Africa. Valid Code EB driver's licence. The relevant person must be energetic, assertive, self-motivated, self-disciplined and possessing good report writing skills.

DUTIES: Implement Environmental Health Programs as defined in the Scope of Practice. Determine needs and priorities in consultation with communities and develop working programs/schedules. Implement measures to ensure a healthy and safe environment as defined in the Scope of Practice. Maintain assessment programs. Implement Environmental Health Education programs. Maintain monitoring programs.

SALARY: R 178 148.28

RISK OFFICER

REQUIREMENTS: Relevant Risk Management qualifications, preferably B Com or Internal Audit qualifications. Practical working experience in Risk Management. Knowledge of Public Sector Risk Management, COSO Framework, Municipal Finance Management Act (MFMA), Treasury regulations, anti-fraud and anti-corruption policies. Knowledge of Barm Owl Risk Management System.

DUTIES: Provide specialist expertise in providing a comprehensive support service to ensure a systematic, uniform and effective Enterprise Risk Management (ERM). Implement action plans that



focus on Risk identification, risk management, risk treatment, risk measurement, risk monitoring and risk reporting. Provide specific support to address risk issues identified in internal and external reports.

SALARY: R 178 148.28

HUMAN RESOURCE MANAGER

RESPONSIBILITY: B Degree or Diploma in Human Resources Management or equivalent. In depth knowledge of the administration of the local government as well as experience in Human Resources field will be an added advantage. An understanding of the Municipality Human Resources policies and implementation of Council procedures.

DUTIES: The prospective incumbent will report directly to the Director: Corporate Services. Manage the Human Resources Division. Develop human resources and employment equity plan. Accountable for the health and safety, including skills development interventions of the employees. Responsible for the recruitment and the selection of the best suited candidates for the Municipality.

SALARY: R271 527.36

Detailed and comprehensive curriculum vitae, including cover letter, accompanied by certified copies of qualification must be addressed to: The Municipal Manager, Mr TL Mkhwane, Private Bag X136, Trompsburg, 9913, No faxed or e-mailed applications will be accepted. If you have not received any response within 30 days after the closing date you should consider your application as unsuccessful.

Enquiries may be directed to the **Director: Corporate Services, Mr MM Kubeka at 051 713 9305**

CLOSING DATE: 10 February 2011