



# **MAFUBE Local Municipality**

**64 J.J. HADEBE Street  
P O Box 2  
FRANKFORT, 9830**

**Phone : 058 813 1051  
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E-Mail : [Info@mafube.org](mailto:Info@mafube.org)**

Mafube Local Municipality invites applications from suitably qualified candidates with the necessary drive, enthusiasm as well as demonstrated competence and ability to perform their best, to apply for the following vacancies. Appointments will be made in line with the Mafube Municipality's Employment Equity Policy.

## **DIRECTOR**

**DIRECTORATE: COMMUNITY SERVICES REF: 16/2011-12**

**DURATION: 5-YEAR CONTRACT**

**REQUIREMENTS:** ♦ An appropriate B. Degree or relevant equivalent qualification. ♦ A minimum of five (5) years experience on senior management level, preferably in Local Government. ♦ Knowledge of Local Government legislations and environmental management. ♦ Computer literacy. ♦ Good communication skills. ♦ A code 08 driver's licence and own roadworthy vehicle.

**KEY PERFORMANCE AREAS:** ♦ Develop and implement policies relevant to Community Services. ♦ Draft a strategic plan for the Department and come up with strategies to improve community services. ♦ Prepare and control the budget for the Department. ♦ Manage personnel of Community Services Department and ensure that the skills of personnel are developed. ♦ Ensure the implementation of Community Programmes in line with the Integrated Development Plan of the Municipality.

## **INTERNAL AUDITOR**

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER REF: 17/2011-12**

**SALARY: R167 688.44 per annum. POST LEVEL: 4**

**REQUIREMENTS:** ♦ Senior Certificate, B. Com (Accounting / Auditing) or Diploma in Internal Auditing. ♦ A minimum of two (2) years experience in auditing. ♦ Knowledge of the relevant legislation, policies and procedures. ♦ Computer literacy. ♦ Good planning and organisational skills. ♦ A valid Code 8 driver's licence will be an added advantage.

**KEY PERFORMANCE AREAS:** ♦ Conduct internal audit. ♦ Plan, design and set norms and standards for improvement of internal control. ♦ Assist in the reporting phases. ♦ Monitor and evaluate the effectiveness of the risk management process. ♦ Assess compliance with policies, plans, procedures, laws and regulations. ♦ Investigations or reviews as requested by management.

## **FINANCIAL MANAGEMENT INTERNSHIP (x 4)**

**DIRECTORATE: FINANCIAL SERVICES REF: 18/2011-12**

**SALARY: R77 690.78 per annum. POST LEVEL: 8**

**REQUIREMENTS:** ♦ B. Com Degree or equivalent – preferably majoring in Accounting and / or Management Accounting. ♦ Computer literacy. ♦ Knowledge in preparation of Financial Statements and understanding of relevant and applicable legislation (MFMA). ♦ The ability to work under pressure.

**KEY PERFORMANCE AREAS:** ♦ Assist in enabling the Municipality to comply with all the requirements of the Municipal Finance Management Act. ♦ Assist with the implementation and transformation of accounting records GAMAP / GRAP. ♦ Assist in implementing MFMA reforms. ♦ Assist in developing statistical reporting modules. ♦ Ability to do reconciliations and financial analysis. ♦ Electronic capturing of financial data. ♦ Other financial functions that may be assigned to you by the CFO.

**CLOSING DATE: 14 October 2011**

Interested persons meeting the requirements should forward their applications with a detailed Curriculum Vitae and certified copies of qualifications to:

**The Municipal Manager, P.O. Box 2, FRANKFORT, 9830**

**ENQUIRIES: Mr. Bongani Sigasa, The Manager Human Resource, Tel: (058) 813 9706  
NO FAXES & E-MAILS WILL BE ACCEPTED.**

Correspondence will be limited to short-listed candidates only. If you have not been contacted within 30 days after the closing date, please consider your application as unsuccessful.

**P. I. RADEBE - MUNICIPAL MANAGER**

Insivwa Promotions - 012-548 9800/4768