



## NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE

RISK MANAGEMENT OFFICER  
PERMANENT  
(Task grade 12 R294 572.43 per annum)

### Key requirements

The incumbent must have Matric Certificate and a three-year National Diploma /Degree in Accounting, Risk Management or Internal Auditing plus a minimum of two years working experience in the field of Risk Management or Auditing, be Computer literacy. and Valid driver's license minimum code B. Experience in Local Government or Public Sector and registration with Institute of Risk Management or Institute of Internal Auditor will be an added advantage.

### KNOWLEDGE, SKILLS & COMPETENCY

- Knowledge of MFMA, King IV Report and other Local Government relevant laws and regulations
- Ability to manage high standard of honesty diligence and loyalty
- Knowledge and understanding of the role of internal and external audit;
- Ability to meet deadlines
- Excellent communication skills (verbal and written)

### KEY RESPONSIBILITIES

- Facilitate the implementation of the risk management plan, framework.
- Assist with the compiling of reports to various portfolios, Audit committee, Risk Management Committee, Council and identify risks in the respective departments.
- Develop an implementation plan for internal audit and AG recommendations.
- Compile and update risk registers.
- Participating in various meetings eg. Risk Committee Meeting, Audit Committee Meeting.
- Collect and verify the portfolio of evidence against the achieved mitigation actions.
- Ensuring that risk management process are implemented within the departments.
- Liaison with internal and external auditors.
- Facilitate the implementation of the Fraud Prevention Strategy Plan.
- Verify the aligned of risk description with root causes, current control and mitigation strategies in the risk registers
- Advising on the profiling of risk in the municipality in the risk indexes of risk magnitudes
- Ensuring that there is regular provision of the risk questionnaires to management in order to understand maturity of the risk management at strategic level
- Ensure that there is proper alignment of new and existing risks with SDBIP and IDP objectives for the year under review together with subordinates.
- Ensuring that monitoring systems exist to track progress on the implementation of mitigating strategies
- Develop the risk management implement plan which indicates the risk assessment to be carried out by the division and the key role players
- Ensure that there is provision of comments by the risk management unit as per the progress made with regard to risk mitigation strategies
- To verify the cost versus benefit analysis in carrying out the risk response strategies
- Analyzing and identifying deficiencies in respect of preparedness of municipal department in carrying out mitigating strategies to be applied in addressing on the alternative and viable risk response strategies to be applied in addressing the risks
- Ensure that risk registers are given to the risk owners of the risk coordinators on time for regular updates and implementation of risk mitigation strategies.
- Explain the performance of the municipal departments through quarterly updates risk registers and the half yearly

of the year and risk analysis reports to the management of the risk management committee

**BENEFITS**

13<sup>th</sup> Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy.

Written application letter together with comprehensive curriculum vitae (CV) and certified copies of qualifications must be forwarded to: **The Acting Municipal Manager, Mr MF Hadebe, Ndwedwe Local Municipality, P/Bag X 503, Ndwedwe, 4342** Faxed, e-mailed, Z83 form and late applications will not be considered. Enquiries can be directed to Human Resources Tel :032 532 5000

**CLOSING DATE: 22 OCTOBER 2018**

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action. Women are encouraged to apply.

  
**MR. MF HADEBE**  
**ACTING MUNICIPAL MANAGER**

03/10/2018  
**DATE**