



Advertisement of post

Makhuduthamaga Municipality hereby invites suitable candidates to apply for the following vacancies.

Internal Audit Officer

Salary: R 121,200.23

Qualification and experience:

- Grade 12
- B degree in internal audit or equivalent with 3 years relevant experience.

Knowledge and skills:

- Knowledge of Legislation governing Municipalities. Must have communication, planning and organization skills. Computer literacy. A valid driver's license.
- Must have financial and project management skills.

KEY PERFORMANCE AREAS

- Work jointly with the municipality audit committee to ensure compliance to policies, acts and procedures.
- Set and review municipal financial systems and procedures.
- Ensure internal control on systems and operations.
- Check and verify management to audit queries.
- Set standards for effective internal audit function.
- Ensure that the risk management plan is adhered to.
- Review compliance procedures.
- Comply and advise management on issues of compliance.
- Regularly report to management about performance of the unit.
- Perform any other duties that may be required from you time to time

Registry Clerk

Salary: R 74,063.15

Qualifications and Experience

- Grade 12 & Certificate on registry/records management
- Computer literacy

Key performance areas

- Oversee activities of registry and records.
- Sort documents and distribute to relevant officials.
- Photocopying and faxing of documents.
- Recording and preparation of outgoing and incoming mail.
- Receive and distribute mail and documents.
- Coordinate filling of organization files, documentation and correspondence. Maintain an effective and efficient records management.
- Supervision of registry staff and messengers.
- Check pending files and complete pending files.
- Draw pending files daily and book out.
- Keep register of all files on route.
- Trace missing files
- Perform any other duties that may be required from you time to time

Please forward your application letter accompanied by CV and certified copies of qualifications and to the Municipal Manager, Makhuduthamaga Municipality, Private Bag X434, Jane furse 1085.

Faxed and e-mailed application forms will not be accepted, and do not use Z83 forms

More information can be obtained from Human Resource during office hours on 013 265 1177

The employer reserves the right to withdraw the posts. Makhuduthamaga Municipality is an equal opportunity and affirmative action employer.

Opened: 02 May 2010 and close on 15 May 2010