

LETSEMENG COUNCIL/LETSEMENG RAAD

Private Bag X3
KOFFIEFONTEIN
9986

Telephone: (053) 3300 220

E-Mail – letse@letsemeng.gov.za

OFFICE OF THE MUNICIPAL MANAGER
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06 August 2024

Letsemeng Local Municipality subscribe to the principle of affirmative action and its administrative offices are situated in Koffiefontein, 140 km south of Bloemfontein in the Free State. Letsemeng Local Municipality incorporates the following towns Koffiefontein, Petrusburg, Jacobsdal, Luckhoff and Oppermansgronde.

POST NO	EXTERNAL JOB ADVERTISEMENT	
POSITION	TITLE	Audit and Performance Committee Members (APC)
REPORTING TO	Letsemeng Council	
TERM OF CONTRACT	Three (3) years contract (01 st July 2024 – 30 th June 2027)	
RESPONSIBILITY	<p>Key performance areas:</p> <p>Act as an independent advisory committee to the Council, Political Office Bearers, Accounting Officer and Senior Management on matters relating to the following:</p> <ul style="list-style-type: none"> ● Knowledge and understanding of Internal financial controls, major accounting and public sector reporting issues ● Knowledge and understanding of roles of internal and external audit ● Exposure to the Local Government Sector and familiarity with risk management practice. ● Performance management ● Accounting policies ● Adequate, reliability and accuracy of financial reporting and information ● Good corporate governance ● Knowledge and experience in IT will be added as advantage ● Depth Knowledge and understanding of and exposure to legislation /policies MFMA/ DORA/ GRAP/ GAAP/ National Treasury Regulations and practice notes of the relevant to the Municipality ● Preference will be given to applicants who have experience in serving on Audit and Performance Committee of Local Government. <p>Core responsibilities:</p> <ul style="list-style-type: none"> ● Review the Annual Financial Statements to provide Council with an authoritative and credible view of the financial position and performance of the Municipality ● Respond on any issues raised by the Auditor- General in the audit report ● Review and approve internal audit-related matters ● Carry out such investigations into the financial affairs of the Municipality as and when requested 	

	<ul style="list-style-type: none"> ● Review the Municipality's performance management system and make recommendations in this regard to Council
NO OF POSITIONS	Three (3)
LOCATION	Koffiefontein
REMUNERATION	As per the Treasury Regulations
QUALIFICATIONS	Postgraduate degree in any of the following fields I.e. Accounting, Auditing, Performance Management, Financial Management, Risk Management and Law. Proven expertise and experience in the fields of financial management and internal auditing is a pre requisite. Excellent communication skills (Verbal and Written)
EXPERIENCE	5 years in any of the following: Internal Audit, Risk Management , Auditing Accounting, Legal or performance Management
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ● Understanding Internal Audit charter and Audit committee charter and other policies ● Understanding of National Treasury Framework ● Membership of the Institute of internal Audit of South Africa ● Extensive Knowledge of Internal Audit process and working principles ● Ability to communicate at all levels ● Interpersonal skills ● Computer literacy (Teammate, Excel, Power point) ● Visionary Strategic thinking and decision making capabilities ● Understanding of MFMA Circular 127
BEHAVIOURAL	<ul style="list-style-type: none"> ● Self- Motivated and driven
	<ul style="list-style-type: none"> ● Report preparation and presentation skills ● Working on strict deadlines ● Ability to work unsocial hours ● The ability to deal with conflict and capacity to withstand stress.

PLEASE NOTE:	<ul style="list-style-type: none"> • We appreciate your demonstrated interest of being part of Letsemeng Local Municipality. • Only SA citizens or permanent residents are eligible to apply. • Application form: The applications must include a covering letter a recent resume with two contactable referees, certified copies of qualifications and ID document. Failure to submit requested documents will result in your application not being considered • Shortlisted candidates will be subjected to vetting processes (i.e. reference and qualification checks as well as any previous misconduct or criminal record verification) to determine suitability. Applicants submitting their curriculum vitae in response to this advertisement specifically agree and authorize Letsemeng Local Municipality and or/ its representatives to undertake the necessary confirmation/ certification of any information or documents in the curriculum vitae. The applicant therefore gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act (include signed consent letter). • No applications received after the closing date will be considered. Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification. • E-mailed applications will not be accepted. The Municipality reserves the right to reference check all short listed candidates and verify their qualifications. The employer reserves the right not to fill the position if no suitable candidate is found. Correspondence will be limited to short listed candidates only. Applicants who have not been contacted within 30-days from the closing date should consider their applications unsuccessful. • The applicant therefore gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act (include signed consent letter).
Applications should be directed to	The Acting Municipal Manager: Mr BC Mokomela, Private Bag X3, Koffiefontein 9986 or applications can be hand delivered to the office of the Manage Human Resource (Mr SG Qwelane during office hours at the municipal offices in Koffiefontein.
Enquiries	Mr SG Qwelane Manager: Human Resource and Labour Relations Telephones: 053 3300 205 / 071 3264244
Publication Date	07 August 2024
Closing Date	27 August 2024

Approved by: _____



BC Mokomela

Acting Municipal Manager