

LETSEMENG COUNCIL/LETSEMENG RAAD

Private Bag X3
KOFFIEFONTEIN
9986

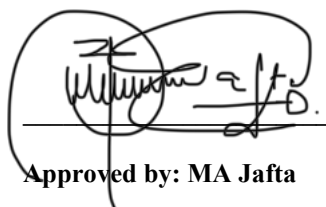
Telephone: (053) 3300 220
E-Mail – mm@letsemeng.gov.za

JOB RE- ADVERTISEMENT

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	1	
1 POSITION	TITLE	RISK OFFICER
DEPARTMENT	OFFICE OF THE MUNICIPAL MANAGER	
DURATION	Permanent	
LOCATION TO BE STATIONED AT	Letsemeng Local Municipality municipal offices Koffiefontein	
REMUNERATION	R410 689.08 Annually Excluding Benefits	
MINIMUM REQUIREMENTS	- National Diploma or bachelor's degree in risk management, Internal Auditing or equivalent qualifications - A post graduate qualification in Risk Management will be an added advantage. - Valid code B driver's License	
MINIMUM EXPERIENCE	Minimum of three (3) years' experiences in Risk Management, preferably within local government or public sector.	
KNOWLEDGE, SKILLS AND COMPETENCIES	- Knowledge of the National Treasury Public Sector Framework. - Sound understanding of the MFMA, relevant municipal legislation, governance principles, and King IV/V governance practices. - Strong analytical, report writing, communication, facilitation and presentation skills. - Computer literacy in Excel, MS Word and PowerPoint. - Ability to work independently and under pressure.	
KEY PERFORMANCE AREAS	- Coordinate risk analysis/identification, develop, review & implement policies, strategy, risk assessment and mitigation processes, risk awareness and compliance. - Develop, review and implement the municipality's Enterprise Risk Management Strategy, Policy and Implement Plan. - Facilitate strategic and operational risk assessments. - Maintain and update the municipal risk register. - Monitor the implementation of risk mitigation action plans. - Coordinate risk management committee meetings and prepare reports. - Monitor emerging risks and advise management accordingly. - Facilitate fraud risk assessments and support the implementation of the Fraud Prevention Plan. - Monitor compliance with applicable legislation, policies, and governance frameworks. - Prepare quarterly and annual risk management reports for management, the Audit Committee, the Risk Management Committee. - Liase with Internal Audit, Auditor General, Provincial Treasury, National Treasury and other assurance providers.	

PLEASE NOTE:	• We appreciate your demonstrated interest of being part of Letsemeng Local Municipality. • 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). • The successful candidate: Will be stationed at the administrative offices of the Municipality as situated at Koffiefontein; which is 140km south of Bloemfontein but will be expected to regularly visit the towns that comprise the municipality. • 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.
Applications should be directed to	Letsemeng Local Municipality, Private Bag X3, Koffiefontein 9986 or applications can be hand delivered to the office of the Human Resource in Koffiefontein during office hours
Enquiries	All inquiries in this regard should be directed to the Manager Human Resource Office Tel: 053 330 0205, during office hours
Publication Date	11 August 2026
Closing Date	28 August 2026



Approved by: MA Jafta

Acting Municipal Manager