

Tel.: 040 6733 095  
Fax: 040 6733 771



PO Box 539  
Peddie  
5640

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## Vacancies

Ngqushwa Municipality incorporating Hamburg, Peddie Town, and rural portion of King William's Town invites suitably qualified and experienced candidates to apply for the following position(s):-

**Department** : **Office of the Municipal Manager**  
**Position** : **Officer: Internal Audit**  
**Salary** : **R 228 368.00 – R296 432.00 pa (Task Grade 12)**

### Requirements

- Recognized Degree or National Diploma in Internal Audit; Accounting or relevant field
- 2-3 years auditing experience
- Knowledge of auditing process, applications and principles to enable analysis, evaluation and reporting
- Knowledge and understanding of the MFMA and administration legislation
- Knowledge and understanding of the organizational and individual performance management and performance evaluation
- Competency in the use of computers especially MS Office applications
- Registered with the Institute of Internal Auditors (IIA) will be an added advantage
- A valid driver's license will be an added advantage.

### Duties

- Design and document system descriptions and performing walkthrough tests to ensure that system are functioning as documented
- Identifying risks, key controls, evaluating and concluding on the acceptability of residual risk level
- Make recommendations on weakness identified in system documented
- Contribute towards the implementation of the internal audit plan by ensuring the internal audits are conducted within allocated resources
- Develop the engagement plan
- Prepare an engagement work programme
- Ensure that engagement results are communicated
- Manage and review the internal audit engagement outcomes
- Assess management comments action plans and monitor implementation progress
- Assist in the preparation of the Internal Audit report to be presented to the Audit Committee
- Coordinate activities of internal audit with those of other assurance providers

**Department** : **Infrastructure Development**  
**Position** : **Electrician/ Artisan**  
**Salary** : **R 145 525 – R 188 904 p.a (Task Grade 9)**

### Requirements

- NTC3 or equivalent
- Completed apprenticeship and passed qualifying trade test as Electrician
- Code C1 drivers licence with PDP
- In-depth knowledge of high, medium and low voltage distribution networks
- Ability to communicate in at least two of the three official languages in the Eastern Cape
- 3 years' experience in the relevant field
- Competent in medium voltage switching added as an advantage

- Experience in joining and termination of medium voltage cables added as an advantage
- Certified to operate truck mounted crane and aerial platform unit added as an advantage

### **Duties**

- Construction and maintenance of overhead distribution lines
- Installation, maintenance and testing of transformers and switchgear
- Terminating and joining of high, medium and low voltage cables
- Perform standby duties outside normal working hours
- Carry out switching operations in conjunction with the Superintendent
- Inspecting/testing and commissioning of works
- Installation and maintenance of motors and control gear
- Repair cable faults, streetlights and High mast Lighting when required maintenance as and when required
- Install metering and load management equipment as and when required
- Ensure that safety standards are being adhered to at all times
- Ensure that safety equipment is being tested as set intervals
- Supervise, train and motivate general workers under his/her supervision on a daily basis

**Department** : **Infrastructure Development**  
**Position** : **Grader Operator**  
**Basic Salary** : **R 94 960.00 – R 123 277.00 p.a. (Grade 6)**  
**Requirements:**

- A minimum of Grade ten or equivalent
- 2 – 3 years experience as Grader Operator
- Skills testing will be done
- Fluency in Xhosa will be preferred
- Code 14 Driver's license
- Operator certificate

### **Duties**

- Receiving instructions from the immediate superior and/or communicating with the Roads Foreman to establish details of tasks
- Inspecting safety devices, controls, lubricant levels etc. on the Grader and report defects to the Roads Foreman/ Superintendent Roads
- Observing and/or participating in the loading/offloading sequences of equipment and correcting deviations from safety procedures
- Be able to complete internal transactional documents and related forms (log sheets, vehicle checklists etc.)
- Upgrading and maintenance of gravel roads
- Perform any other related duties as instructed by Supervisor

## **ERRATUM**

Please note that the advertisement published on the 19 April 2016 has the following changes:-

- **Requirements of Accountant post**
- Completed articles from a recognized accounting firm will be an added advantage.
- **New closing date**  
03 June 2016
- Name of the Municipal Manager

**MR. TT. MNYIMBA**  
**MUNICIPAL MANAGER**

Interested person should submit application letter together with comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable references, to the

**Municipal Manager, PO Box 539, Peddie, 5640.**

Enquiries can be directed to the **Human Resources Manager, Mr. Mkhusele Mxekezo** at **040 6733 095**.

**NB:**

- No faxed or e-mailed applications will be accepted
- Shortlisted applicants will be subjected to competency assessment and vetting processes
- Only certified copies of certificates, ID and driver's license accepted.
- Canvassing of Councillors and/or officials will result to disqualification of your application
- Only the shortlisted and successful applicants would be contacted, therefore if you have not heard from us within 30 days after the closing date regard yourself as unsuccessful, however the Municipality appreciates your interest and wishes you the best in your career.
- Ngqushwa Municipality is under no obligations to fill the post after advertisement thereof.
- Applicants with disabilities are encouraged to disclose their disability status on their application.
- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan.

**Closing date: 03 June 2016**

**Mr. TT. Mnyimba**  
**Municipal Manager**