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8 Somerset Street | Fort Beaufort, 5720 | P.O.Box 36, Fort Beaufort, 5720

EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS

The Raymond Mhlaba Local Municipality is a Category B Municipality, established after the amalgamation of Nkonkobe and Nxuba municipalities. It has its administrative seat in Fort Beaufort and its Council seat in Alice. The Raymond Mhlaba Municipality comprises of the historic towns of Alice (home of University of Fort Hare), Fort Beaufort, Hogsback, Middledrift, Debe Nek, Seymour, Balfour, Adelaide, and Bedford. It also serves a large rural area in addition to the towns. The Raymond Mhlaba Local Municipality falls in the Amathole District Municipality in the province of the Eastern Cape. The municipality is looking for individuals to feel the following positions:

MANAGER: LEGAL SERVICES PERMANENT POSITION

SALARY SCALE: TASK GRADE 15

DIRECTORATE: CORPORATE SERVICES

FRINGE BENEFITS: Normal fringe benefits including pension fund, medical aid, leave and housing subsidy on certain conditions.

Requirements include: Grade 12; B. Degree Law (LLB); a Post Graduate qualification will be an added advantage; at least 4 years' experience in Public Law; experience in local government; communication skills both verbal and written; analytical and methodical abilities; ability to work under pressure and still meet deadlines; problem-solving ability and apply common sense appropriately; computer literacy; a valid code B driver's license.

Duties include: Providing formal legal advice/opinion to the Municipal Manager, HODs and Officials; providing informal legal advice to all RMM Officials; reviewing/drafting contracts to effect the rights and duties of parties in respect of the issues identified, in accordance with prevailing legislative requirements and prescripts; Keeping updated compliance, contract and litigation registers; drafting of by-laws and assisting in policy development; reporting on the afore-mentioned processes to HoDs forum and Council; analysis of the status of implementation, interfacing with attorneys and advocates; preparing briefs and instructions to legal practitioners appointed to represent Raymond Mhlaba Municipality in litigation matters; managing the function of Fraud Prevention and Anti-Fraud Management on behalf of RMM and reviewing related policies and strategies intermittently; interfacing with professional forensic investigators/auditors engaged by RMM and other stakeholders like SAPS and Prosecuting Authorities in respect of fraud/corruption involving RMM.



PERMANENT POSITION

SALARY SCALE: TASK GRADE 15

DIRECTORATE: CORPORATE SERVICES

FRINGE BENEFITS: Normal fringe benefits including pension fund, medical aid, leave and housing subsidy on certain conditions.

Requirements include: Grade 12; Bachelor's Degree in computer science; a Post Graduate qualification will be an added advantage; Code B Driving License

Duties include: Conducting research into the best practices associated with the functionality and determining the appropriateness of specific strategic plan, policies and procedures for Implementation; Managing the financial budget for ICT to ensure financial budget and controls contribute to the efficiency and effectiveness of the Section and supports the accomplishment of service delivery objectives; Managing the integration and effective implementation of ICT operations; Analysing and design of business processes in order to adopt and exploit technologies to improve business performance; Disseminates operational information on the immediate, short- and long-term objectives and current systems developments, problems and constraints; Managing the implementation of procedures and systems associated with controlling document flow and, quality systems/statutory and audit requirements regulating recordkeeping; Maintaining relevant internal and external stakeholder relations.

TRAFFIC OFFRICERS X3

PERMANENT POSITIONS

SALARY SCALE: TASK GRADE 10

DIRECTORATE: COMMUNITY SERVICES

FRINGE BENEFITS: Normal fringe benefits including pension fund, medical aid, leave and housing subsidy on certain conditions.

Requirements include: Grade 12; Traffic Officer Diploma; Valid Driving License Code B; Registration as Traffic Officer; No Criminal record and security vetting will be conducted; 2-5 years' relevant work experience.

Duties include: Conducting effective Law enforcement, to ensure safety on the road; Stopping vehicles for inspections; Performs prescribed activities and duties related to the examining of vehicles for roadworthiness; Issuing traffic fines/citations and warnings; Impounding cars that are not roadworthy illegally parked or abandoned; attending to road accidents, record accidents and secure accidents scenes; Conducting physical escorts for VIPs, abnormal loads, and events; Supporting emergency, fire and rescue services during disasters; Sharing information and working with other law enforcement agencies as directed and appropriate.



PERMANENT POSITION

SALARY SCALE: TASK GRADE 10

DIRECTORATE: BUDGET AND TREASURY

FRINGE BENEFITS: Normal fringe benefits including pension fund, medical aid, leave and housing subsidy on certain conditions.

Requirements include: Grade 12; National Diploma in Accounting or Finance; Computer Literacy MS Word and Excel; Driving License - Code B; 2-5 years of experience in Credit Control and Debt Management in local government.

Duties include: Extracting Age Analysis Report from the relevant financial system for processing; Analyzing the status of Debtors Accounts as per provision of the Credit Control and Debt Collection as well as indigent Policy; Supervising the implementation of controls, check and balances on collating and storing of revenue information and records of easy retrieval; Responding to debtors' complaints and queries and escalating the complex ones to the attention of immediate supervisor; Preparing reports providing a cost efficiency analysis of recover costs against the need to exercise write off options; Attending to approval requirements for settlement provisions

NB: Candidates will be subjected to an interview and must be aware that previous employers and references will be contacted. Qualifications, credit and criminal records of Candidates will be vetted. The candidates will be required to disclose all financial interests including pending cases against them. Failure to attach the required documents will disqualify your application. Canvasing of Councillors is not permitted, and proof thereof will result in disqualification.

Application form (obtainable from the municipal website) together with a comprehensive Curriculum Vitae and certified copies (not older than 6 months) of qualifications and identity document must be addressed to The Municipal Manager, Raymond Mhlaba Local Municipality, No. Street, 8 Somerset Street, KwaMaqoma (Fort Beaufort), 5720 and should reach the afore-mentioned not later than 27th February 2025 at 12h00. **No faxed or emailed applications will be considered**

For further enquiries regarding this advert, please contact the Acting HR Manager at 046 645 7420/14 or email mmoffice@raymondmhlaba.gov.za / nkopana@raymondmhlaba.gov.za.

Raymond Mhlaba Municipality is committed to employment equity and therefore in these appointments such factors will be considered. Women and People living with Disabilities are encouraged to apply. Raymond Mhlaba Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with the shortlisted candidates. If you have not heard from us within 3 months of the closing date, regard your application as unsuccessful. The Council nevertheless appreciates the interest shown by all applicants.

U.T. MALINZI

MUNICIPAL MANAGER

DATE: 1010

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