

DD 16 Oct. 2024



NYANDENI LOCAL MUNICIPALITY
Municipality Building,
B.N. Nomandela Drive,
Libode 5160

NYANDENI
LOCAL MUNICIPALITY
Building a better future with the people

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E nyandeni@nyandenilm.gov.za
www.nyandenilm.gov.za

EXTERNAL VACANCY ADVERTISEMENT

5 OF 2024/25

Nyandeni Local Municipality invites applications from suitably qualified and competent individuals for appointment to the following posts:

1. INTERNAL AUDITOR -TASK GRADE 11

Salary Scale: R 438 653.00 – R484 716.00 per annum

Requirements of the post:

- ✓ National Diploma in Internal Auditing or equivalent
- ✓ Registered with a recognized professional body, i.e. Institute of Internal Auditors-South Africa (IIA-SA)
- ✓ Internal Auditor Technician (IAT) designation will be added as an advantage
- ✓ CPMD will be an added advantage
- ✓ Valid Code 08 driving license
- ✓ Computer Literacy
- ✓ 3 years' relevant experience

Key Performance Areas:

- ✓ Coordinate processes to support the implementation and execution of audit plans.
- ✓ Perform audit fieldwork under the supervision of the Senior Internal Auditor.
- ✓ Coordinate the completeness of working papers, audit related documentation, and ensure completeness of audit file for quality review by the Senior Internal Auditor and Manager.
- ✓ Preparing audit exception reports which include, major findings, causes, impact and recommendations for submission to the Senior Internal Auditor.
- ✓ Performs specific and general administrative tasks associated with the internal audit unit and audit committee.
- ✓ Maintaining records of work in progress, notices and correspondence and updating filing.
- ✓ Conducting follow-up audits and preparing exception reports for submission to the Senior Internal Auditor.
- ✓ Monitoring and reporting on implementation of Audit Committee recommendations and resolutions.
- ✓ Maintain and monitor the audit findings and recommendations register.
- ✓ Execution of ad hoc audits and any other requests that may be allocated.



2. ELECTRICAL ARTISAN -TASK GRADE 08

Salary Scale: R 332 230.00 – R367 328.00 per annum

Requirements of the post:

- ✓ N6 Electrical engineering
- ✓ Code EC driving license. PrDP
- ✓ Certification of competency in the operation of truck mounted cranes.
- ✓ Certification in Basic First Aid to be completed within a specific period from date of appointment

Key Performance Areas:

Facilitates activities associated with the construction and installations of medium/ low voltage electrical networks by:

- ✓ Reading and interpreting drawings/ works orders detailing layout and specifications.
- ✓ Marking routes for the running in, laying of cables, and positioning of supporting structures (poles).
- ✓ Providing guidance to personnel on specific activities (e.g. cleaning and tinning of conductors, binding and strapping, stripping of individual conductors.)
- ✓ Attending to deviations in the construction and installation sequences of poles, cross-waves, stays, lines, aerial transformers, switchgear, etc.
- ✓ Terminating cables, wires etc. to junction boxes, connecting blocks and/ or terminals including soldering, fitting of lugs and harnessing wires.
- ✓ Inspecting works prior to commissioning and, communicating with the control room/ immediate superior with regards to test outcomes and functionality of the installation.
- ✓ Coordinates activities and sequences associated with maintaining the functionality of medium/ low voltage electrical reticulation systems by:
- ✓ Confirming through tests and communication with the control room all live conductors are disconnected in housing switchgear and transformers prior to permitting support personnel to enter and commence with maintenance activities in such premises.
- ✓ Conducting visual inspections of supporting structures, lines and cables and evaluating the performance of step down transformers, switchgear and associated components.
- ✓ In order to ensure scheduled planned and predictive maintenance cycle and work procedures are complied with enabling uninterrupted and optimum functionality of the electrical/ power supply system.
- ✓ Co-ordinates activities/ sequences associated with trouble shooting/ fault finding and repairing to medium/ low voltage reticulation and electrical systems.
- ✓ Conducting tests to diagnose and determine the nature of the fault and communicating with the immediate superior on the possibility of re-routing supply in respect of major repair work.
- ✓ Testing circuits and the functionality of new components using testing and fault detection equipment and communicating readiness to activate operations.

NB! Application for Employment Form for Nyandeni Local Municipality (not Z83) is available at www.nyandenilm.gov.za and Nyandeni LM offices at both Libode and Ngqeleni. A detailed CV must accompany the Application for Employment Form, Copies of qualifications, ID copy and valid driver's licence (**which may not be certified**). Failure to submit documents listed above

will result in disqualification. Hand delivered applications should be sent to the Registry Office at Nyandeni Local Municipality Office at Libode and Reception at Ngqeleni Offices.

Females, Coloureds, Indians, Whites and People with disabilities are encouraged to apply in line with the municipality's approved Employment Equity Plan. People with disabilities must disclose the nature of their disability in the space provided in the application form.

The words "**APPLICATION FOR VACANCY**" should appear on the same side of the envelope but separate from the address in the same envelope to sensitize the Registry Office of the closing date.

FAXED AND E-MAILED APPLICATIONS WILL NOT BE CONSIDERED

Only short-listed and successful candidates will be contacted and therefore if you have not heard from us within **90 days** after the closing date, consider your application as unsuccessful. The Council reserves the right not to continue with the filling of these vacancies if the Council feels no suitable candidate found or there are changes in operational requirements.

Canvassing of Councillors/Management is not permitted and proof thereof will result in disqualification. **Qualification verification and Criminal record** checks will be conducted to shortlisted candidates.

NB: In submitting any information or documentation requested above or any other information that may be requested pursuant to this advertisement, you are consenting to the processing by Nyandeni Local Municipality of your personal information contained therein, as contemplated in the Protection of Personal Information Act, No. 4 of 2013 (POPI Act) and its Regulations. Nyandeni Local Municipality also commits to handle all the submitted personal information in compliance with the POPI Act and in line with her POPI Compliance Policy. The POPI Compliance Policy is available on request or can be downloaded on the municipal website www.nyandenilm.gov.za

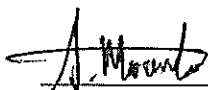
Applications clearly marked "Application for Employment" should be addressed to:

**THE MUNICIPAL MANAGER
NYANDENI LOCAL MUNICIPALITY
PRIVATE BAG X504
LIBODE 5160**

For enquiries, contact **Corporate Services Department** at **047- 555 5028/24** and at **Ngqeleni Offices** at **047- 568 0300/1**

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CLOSING DATE FOR APPLICATIONS: 01 November 2024 @ 15h00



**S. MVUNELO
MUNICIPAL MANAGER**