



*on the Go for Growth*

Harry Gwala Street, Modimolle, 0510

Private Bag X 1018, Modimolle, 0510

Tel: (014) 718 3367

Fax: (014) 717 3886

## INVITATION TO SERVE AS MEMBER OF THE AUDIT COMMITTEE

Council is required to constitute an Audit Committee in order to comply with the provision of the Local Government: Municipal Finance Management Act, Section 166. Suitably qualified persons are invited to submit a CV and motivation to serve as a member of the Audit Committee.

### Requirements:

- A relevant qualification in Accounting/ Auditing/ Financial Management/Performance Management/ Legal/ Risk Management.
- Proven experience in the fields of Accounting /Financial Management /Performance Management.
- Thorough knowledge of all legislation impacting upon Local Government.
- Understanding of Local Government issues and national development imperatives.
- Technical expertise in Municipal Performance Management System.
- Candidates should also possess expertise and knowledge, preferably relating to the following areas: Local Government Sector, Audit, Finance and Performance Management

### Skills and Competencies

- Must possess strong and dynamic leadership skills
- Must have analytical reasoning ability
- Have good inter-personal and communication skills

### Duties

As an advisory committee to the Municipal Council, the Political Office Bearers, the Accounting Officer and Management Staff of the Municipality or Board of Directors of the Municipal entity, the Audit Committee will advise on matters pertaining to: Internal Audit , Risk Management, Performance Management, Internal Financial Controls, Accounting Policies, Adequacy, Reliability and Accuracy of Financial Reporting and Information, Effective Governance, Review of the AFS and other related work in accordance with applicable legislation. Compliance with

the Local Government Municipal Finance Management Act, the Annual Division of Revenue Act and any other applicable legislation.

**Remuneration:**

The members of the Audit Committee are remunerated in accordance with prescripts and guidelines published by National Treasury.

**Term of Office:** March 2016 till 30 September 2017.

**All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: [www.waterberg.gov.za](http://www.waterberg.gov.za) and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license and covering letter and motivation to serve as a member of the Audit Committee and must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X 1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.**

**Qualifications, employment background check and a security vetting will be done for all the shortlisted candidates.**

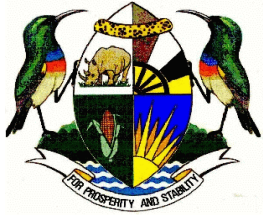
**Further enquiries may be directed to Mr. C Mogolola at tel. no. 014 718 3391 during office hours.**

**Closing Date: 19 February 2016 @ 16h00**

Should you not be contacted within 90 days of the closing date please accept that your application had been unsuccessful.

**The Waterberg District Municipality reserves the right not to fill the advertised post.**

**M S MABOTJA  
MUNICIPAL MANAGER**



**Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply.**

**RE-ADVERTISEMENT**

**SOCIAL DEVELOPMENT AND COMMUNITY SERVICES**

**ENVIRONMENTAL HEALTH PRACTITIONER - POST LEVEL 08**

**Station: Mookgophong**

**Ref: PF – EHP/02/01/2016**

**Salary: R 223 500.00 per annum**

**Benefits: Normal municipal employee benefits**

**Requirements:**

National Diploma in Environmental Health and must be registered with Health Professional Council of South Africa, 1 year experience (Community Service). Must have a valid driver's license (code 08), be able to cope with workload pressure and be prepared to work long hours. Computer literacy (MS-word, excel and PowerPoint)

**Knowledge:**

The incumbent must have extensive knowledge and understanding of municipal health operations. In-depth knowledge of legislations regulating the municipal health and knowledge of all aspects of community health operations

**Skills:**

Have planning, organising and management skills. Be able to interface effectively with internal and external clients. Be a strong team player and an excellent people motivator. Ability to use the following skills: analysis skills; negotiation skills; project management; networking and presentation skills; and conflict management.

### **Key Performance Areas:**

- Control premises, facilities and goods to ensure compliance with regulations and procedures.
- Control outbreak of communicable diseases to ensure the containment of the diseases.
- To implement municipal health principles.
- Execute municipal health procedures by investigating and monitoring compliance with statutory municipal and environmental health legislations and by-laws.
- Identify and control activities that present health threat to the communities within waterberg.
- Create awareness of the importance of health.
- Compile monthly reports on investigations, productivity, etc.

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**Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 during office hours.**

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**EXECUTIVE SUPPORT  
HIV/AIDS CO-ORDINATOR PL 08  
REF: PF – HIV/AIDS/01/01/2016**

**Salary: R 223 500 per annum**

**Benefits: Normal municipal benefits**

**Requirements**

- A Diploma qualification in Health Services / Social Development / Project Management or equivalent. Minimum of 2 years' experience in HIV/AIDS or Community development related work. Computer literate (MS Word, Excel, Power-point) and a valid driver's license. Good interpersonal, negotiations, human relations and communication skills. Must have knowledge of legislations that are related to HIV/AIDS activities.

**Key performance areas**

The HIV/AIDS Co-ordinator will be responsible for:

- Planning, coordinating and managing primary and community health projects such as HIV/AIDS projects to ensure efficient control over the projects;
- Educating and training public and staff to enhance primary and community health awareness;
- Co-ordination of HIV/AIDS programs in the District;
- Prepare documentation for convening district HIV/AIDS structures;
- Co-ordinates the activities of the district Aids Council and the Technical Structure
- Monitoring and supervising activities to ensure that work is performed according to normal operating activities or ad-hoc instructions received from the Supervisor and report on activities performed;
- Planning, coordinating and ensuring utilization, application and maintenance of resources to ensure and determine work performance;
- Compile and keep records and minutes of meetings related to HIV/AIDS structures;
- Coordination of capacity building and support to District and Local Aids Councils;
- Compilation of quarterly reports to the Provincial Aids Council;

- Development & implementation of HIV/AIDS awareness programmes;

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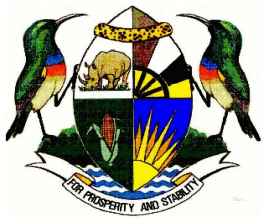
Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 during office hours.

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**M S MABOTJA  
MUNICIPAL MANAGER**



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**CORPORATE SUPPORT & SHARED SERVICES**

**(STATION: MODIMOLLE DISASTER MANAGEMENT CENTER)**

**CLEANER (GENERAL WORKER) - POST LEVEL 15**

**REF: PF – C/GWorker/03/01/2016**

**SALARY: R 89 904.00 per annum**

**BENEFITS: Normal municipal employee's benefits**

**Requirements:**

An appropriate level of secondary education (ABET 3). The incumbent must be able to read, write, and be able to communicate in at least two official languages preferably Sepedi and English.

**Key performance areas:**

- Cleaning the drive way, parking, storage areas and other disaster centre spaces (including the surrounds and exteriors of the building; grass cutting etc.)
- Emptying waste from collection bins, loading into refuse bags and removing to designated collection points
- Grass cutting and looking after the garden.
- Ensure that the Disaster's garden is in good condition
- Take care of minor building maintenance like replacement of bulbs, door handles etc.
- Cleaning ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, towels etc and reporting defective items to the immediate superior.

- Assist with arrangements and catering during functions and meetings by moving chairs, tables and other items
- Preparing offices for new employees with regards to furniture
- Conduct housekeeping tasks by recording in a register
- Provide messenger services and general maintenance of the building
- Adhere to safety measures during cleaning operations by displaying appropriate signs
- Attends to specific requirements associated with the movement of office furniture
- Assist other cleaners during Council functions and other events in the district.

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**All qualifications and references will be verified.**

**Closing date: 19 FEBRUARY 2016 @ 16H00**

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**M S MABOTJA  
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