



AMAJUBA DISTRICT MUNICIPALITY

Amajuba District Municipality is an equal opportunity, affirmative action employer and also encourages applications from disabled persons.

RISK & COMPLIANCE OFFICER - POST LEVEL 06

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

Minimum Requirements:

Matric and National Diploma in Risk Management or NQF level 6 equivalent qualification with 3 years' experience.

Summary of duties:

- Co-ordinates processes and procedures to determine the Municipality's exposure to operational compliance and risks to safeguard an organization,
- Co-ordinates processes and procedures to determine the Municipality's exposure to operational and compliance risks.
- Communicating the municipality's Risk Management Framework to all stakeholders in the municipality.
- Evaluating the effectiveness of risk management processes which includes the purchasing of insurance, implementing health and safety measures and business continuity plans to limit risks and prepare for it in the event things would go wrong.
- Evaluating the effectiveness of risk management processes with regard to purchasing of insurance, implementation of health and safety measures and business continuity plans.
- Evaluating the effectiveness of the contingency plans for business continuity, maintaining an appropriate system for recording health and safety incidents and identifying preventative measures against recurrence.
- Evaluating risk which involves comparing estimated risks with criteria established by the Municipality,

Remuneration: R 328,320.94 per annum

Applications consisting of a comprehensive CV, covering letter together with certified copies of matric certificate, tertiary qualifications, driver's license and ID must reach HR Section no later than **12h00 on 27 September 2019**. Enquiries may be directed to HR Section: 034-3297200 during office hours. Facsimile, email or late applications will **not** be accepted. Only short-listed applicants will be contacted and subjected to the vetting process. If you are not contacted three months after the closing date, your application would have been unsuccessful. Applications **MUST** be addressed to The Municipal Manager on:

Physical Address:
Amajuba District Municipality
B9356 Amajuba Building
Section1
Madadeni, 2952

Postal Address:
Amajuba District Municipality
Private Bag X6615
Newcastle
2940

SR ZWANE
MUNICIPAL MANAGER