



## OFFICE OF THE MUNICIPAL MANAGER

### INTERNAL/EXTERNAL ADVERTISEMENT: MARCH 2025

Thabo Mofutsanyana District Municipality, with its sitting in Phuthaditjhaba, Free State Province, an equal opportunity employer which subscribes to the principle of the Employment Equity Act invites suitable candidates who meet the requirements to apply for the following advertised positions.

#### 1. INTERNAL/EXTERNAL

<b>DEPARTMENT</b>	<b>OFFICE OF THE MUNICIPAL MANAGER</b>
<b>POST</b>	<b>RISK MANAGER</b>
<b>SALARY AND BENEFITS</b>	<b>Task 16 -Notch 6 ( R58 091,50) of a Category 2 Municipality BENEFITS- PENSION FUND, MEDICAL AID, CAR ALLOWANCE AND CELLPHONE ALLOWANCE</b>
<b>PERIOD OF EMPLOYMENT</b>	<b>PERMANENT ( Probation -6 months)</b>
<b>REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Three Year National Diploma/Degree in Risk Management or equivalent qualifications,</li> <li>• Computer Literacy: MS Office Applications</li> <li>• Sound knowledge of Risk Management Policies and Legislations</li> <li>• A valid driver's license.</li> <li>• 3 years relevant experience in Risk Management Field</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Provide a consulting advisory and supervisory service to the Municipal Manager and departmental heads to ensure guidance is made available to functional areas contributing to a discipline approach that minimizes potential risks.</li> <li>• Establishing an understanding of the nature of the services provided by the municipality through the perusal of policies, guidelines, business plans proposals and reports.</li> <li>• Defining specific risks, control measures and governance criteria for consideration in the drafting, negotiation and agreement of contractual terms and conditions.</li> <li>• Scheduling and/or facilitating risk assessment workshops/meeting making available procedures and guidelines on the management of risks and prevention strategies.</li> <li>• Assessing the adequacy of risk prevention systems controls, monitoring effectiveness through analysis of risk occurrence and the ability to specific measures to inhibit actions.</li> <li>• Conduct risk assessment and investigations to determine the potential threat of risk factors, the adequacy of systems, measures, and controls to reduce occurrence.</li> </ul>

	<ul style="list-style-type: none"> <li>• Preparing investigational and procedural reports and summaries detailing functional progress and outcomes for submission to immediate supervisor for consideration and inclusion departmental reports.</li> <li>• Providing guidelines on legislative and policy requirements directing the internal processes through research and interpretation of specific condition applicable to the municipal operations and processes.</li> <li>• Prepares capital and operating estimates and controls expenditure against the approved budget allocations.</li> <li>• The incumbent is expected to prepare and submit monthly reports to both Management and Risk Committee.</li> <li>• A well structured Risk reports must be submits to Council.</li> <li>• Yearly risk management policy review</li> <li>• A wider understanding of financial management is crucial and I incumbent must demonstrate some level of comprehensions.</li> </ul>
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## 2. INTERNAL

<b>DEPARTMENT</b>	<b>OFFICE OF THE MUNICIPAL MANAGER</b>
<b>POST</b>	<b>PERSONAL ASSISTANT TO THE MUNICIPAL MANAGER</b>
<b>SALARY AND BENEFITS</b>	<b>TASK LEVEL 07 NOTCH 6 -R 17 748.34 of a Category 2 Municipality</b> BENEFITS- PENSION FUND, MEDICAL AID, CAR ALLOWANCE AND CELLPHONE ALLOWANCE
<b>PERIOD OF EMPLOYMENT</b>	CONTRACT, ( that runs concurrently to that of the current Municipal Manager ) (Probation -6 months)
<b>REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Diploma in Office Management</li> <li>• 1-2 years' experience in Office Management</li> <li>• Computer Literacy-office applications</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Co-ordinates activities and requirements associated with Municipal Manager office through the application of administrative and secretarial procedures.</li> <li>• Interacting internally (executive management team, departments) and externally (spokesperson for national delegations, officials, business sector; community leaders) to confirm arrangements and programmes.</li> <li>• Preparing notification, agendas, and minutes for specific meetings (Management/ IGR meetings) and attending to the distribution and/ or arranging for the collection of documentation prior to scheduled meetings.</li> <li>• Perusing Council and Committee Agenda and Minutes of Meetings and identifying and forwarding items requiring the attention of the Municipal Manager.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Perform ad hoc administrative duties so that effective administration support is provided in this regard to the Municipal Manager and administrative offices.</li><li>• Retrieving supporting documentation and records as per Municipal Managers request to facilitate and support query resolution or discussions.</li></ul> |
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Applications with comprehensive CV's and certified copies of qualifications must be forwarded to below address or be hand delivered at Room 210 to Corporate Services Secretary:

**The Municipal Manager  
Thabo Mofutsanyana District Municipality  
Private Bag x 810  
Witsieshoek  
9870**

**N.B**

- Communication will be entered into with short listed candidates only.
- Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months after the closing of the advertisement, please consider your application as unsuccessful.
- It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA) and to attach proof thereof.
- Please do not send original documents.
- TMDM Application for employment form is obtainable on our website: [www.thabomofutsanyana.gov.za](http://www.thabomofutsanyana.gov.za), under vacancies.
- Canvassing of employees or other members of the Council or any Committee of the Council directly or indirectly for any appointment under the Council shall disqualify the candidate concerned for that appointment.

Enquiries: Ms M.E Ngobese ( Manager Human Resource)  
058 718 1000 or email: [mafefu@tmdm.gov.za](mailto:mafefu@tmdm.gov.za)

**CLOSING DATE FOR THE POSITION: 17 March 2025**

  
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**Me T.P.M LEBENYA  
MUNICIPAL MANAGER**

DATE: 27/02/2025