



# **RE: EXTERNAL ADVERTISEMENT JOB TITLE: RISK AND COMPLIANCE ADMINISTRATOR**

## **NOTICE NUMBER:124/2022**

**TASK GRADE 7 OF A CATERGORY 2 LOCAL AUTHORITY**

**REMUNERATION: R 171 743.00 – R 222 940.00 PER ANNUM (excluding Council 's benefits)**

Senqu Local Municipality, a category 2 municipality that incorporates Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw and the environs invites applications from all suitably qualified candidates for the position mentioned above.

### **JOB PURPOSE**

Provides administrative support to the Risk Management, governance and compliance functionality that include sourcing, extracting, supplying and maintaining records of risk and compliance related information.

### **MINIMUM ESSENTIAL REQUIREMENTS AND EXPERIENCE**

- Grade 12
- 1 Year Certificate in Secretariat Support or Office Administration
- Computer literacy
- 1-year administrative experience

### **KEY PERFORMANCE AREAS**

- Performing activities associated with provision of administrative support to Risk Management and Governance & Compliance;
- Providing Secretarial support during departmental risk identification sessions and compilation of the compliance register;
- Performing activities associated with the facilitation of the development and implementation of the fraud prevention plan and ethics strategy;
- Providing logistical support to community awareness campaigns on fraud and ethics related matters with all relevant stakeholders in three spheres of government;
- Performing activities associated with general administration;

19 Murray Street | Lady Grey | 9755 | 051 603 1300 | [info@senqu.gov.za](mailto:info@senqu.gov.za)



### KEY COMPETENCIES REQUIRED FROM ALL APPLICANTS

- Proven attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient services.
- Ability to effectively inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.
- Ability to maintain the high-quality standards while achieving desired outcomes and results.
- Good organizational and administrative skills, communication skills and problem-solving skills will be an added advantage.
- Report writing skills.
- Be able to work under stressful environment

### APPLICABLE BENEFITS

- Medical Aid, Pension, Housing Subsidy and 13<sup>th</sup> Cheque

**The closing date for submission of applications is Friday, 23 December 2022 and no late, emailed and faxed applications will be accepted. Application packs must reach us by 12 noon.**

### APPLICATION PROCESS

Any individual who wishes to apply for this position **must** complete and submit the Senqu Local Municipality application form obtainable from our website [www.senqu.gov.za](http://www.senqu.gov.za), together with a comprehensive Curriculum Vitae, certified copies of qualifications, ID and driver's license. An application pack which contains all the above-mentioned documents must be submitted to the under mentioned address.

This Council subscribes to the policies of Affirmative Action and Employment Equity and appointment will be made with these policy considerations.

Appointment will be subject to appropriate reference and qualification checks as well as security vetting.

Canvassing and/or lobbying of Councillors and officials will not be accepted and non-compliance thereof shall immediately disqualify an applicant.

Should you not receive communication from us within thirty (30) days after the closing date of this advertisement, please consider your application to be unsuccessful.

A successful candidate will be expected to sign a Performance Agreement.

Please note that Council reserves the right not to fill the position.

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**CONTACT PERSON**

All enquiries should be directed to the Human Resources Directorate *on* - telephone 051 603 1300/1306 *during working hours* or [mokokat@senqu.gov.za](mailto:mokokat@senqu.gov.za)

**MR M.M YAWA**

**MUNICIPAL MANAGER**

**SENQU MUNICIPALITY**

**19 Murray Street**

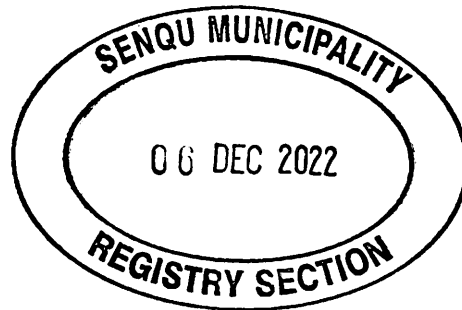
**Private Bag X 03**

**Lady Grey**

**9755**

**File no: 4/3/2/1/6**

**28/11/2022**



**19 Murray Street | Lady Grey | 9755 | 051 603 1300 | [info@senqu.gov.za](mailto:info@senqu.gov.za)**