



LOCAL MUNICIPALITY OF LEKWA

The Lekwa Local Municipality with its seats in Standerton, invites applications from qualified, motivated and innovative individuals for the following positions to become part of and join a dynamic and growth orientated Local Authority.

INTERNAL/EXTERNAL ADVERTISEMENT
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
PERMANENT POSITION
POSITION: RISK OFFICER (COMPLIANCE AND ETHICS)
REFERENCE NUMBER: MP305/MM/RO/01
Salary: R512 847.23 per annum Task Grade 13
Location : Standerton Municipal Offices

Minimum Requirements

- Grade 12.
- Three year National Diploma/B degree in Risk management/ Local Government Management /Auditing
- IRMSA, Institute of Ethics SA , IIA and/or CIGFARO membership will be an added advantage
- Computer literacy: Microsoft (Office, Word, Excel, PowerPoint, Teams)
- 2-5 years' experience in Risk Management and/or Compliance management
- Knowledge of Local Government
- Knowledge and understanding of legislative requirements and the ability to co-ordinate key outcomes associated with the implementation of effective Risk and compliance management strategies
- Excellent written and verbal communication skills.

Key Performance Areas

- Assisting with the review of the risk management and ethics management policies
- Updating, maintaining and/ or recording/ entries of occurrences in specific risk management schedules & registers and assisting to align specific processes/ outcomes to facilitate compliance with statutory and internal procedural requirements.
- Facilitating and monitoring compliance in terms of the requirements of the MFMA, Treasury Regulations, Public Sector Risk Management Framework, and all other municipal legislations.
- Compiling , updating and maintaining an organizational compliance register and assisting to align specific processes with the required legislative framework.
- Preparing reports detailing the activities and progress made with regards to the implementation of risk mitigating plans, compliance management and interventions and, forwarding to the immediate superior for perusal prior to presentation.
- Assist in conducting risk assessments of the institution.
- Conduct risk management and ethics workshops by raising awareness on risk management policies and on fraud & corruption
- Monitoring the business continuity plan by conducting tests on the disaster recovery plans of the institution

Inherent requirements

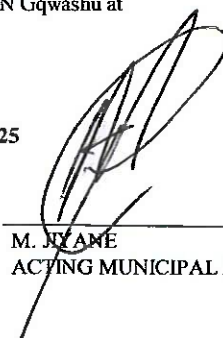
Sound and professional interpersonal skills • Ability to give attention to detail • Problem Solving Skills • Ability to handle pressure and meet deadlines • Strong sense of responsibility • Decision making skills

Please note:

1. Interested applicants meeting the requirements are requested to forward an application form, comprehensive Curriculum Vitae, together with originally certified copies of qualifications and identity documents to **The Acting Municipal Manager (Attention Manager Human Resources), PO Box 66, Standerton, 2430** or hand-deliver such at the **Lekwa Local Municipal Administrative Building, Corner Dr Beyers Naude and Mbonani Mayisela Street, Standerton, 2430.**
2. Faxed or e-mailed applications will not be considered.
3. Correspondence will only be entered into with the shortlisted candidates. Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful.
4. Lekwa Local Municipality serves the right not to make any appointment.
5. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers, criminal record as well as academic institutions.
6. Canvassing Councillors or officials or the appointment is strictly prohibited and will automatically disqualify the applicant.
7. People from previously disadvantaged groups and people with disability are encouraged to apply &.
8. The application for employment form obtainable from the Lekwa Local Municipality website at www.lekwalm.gov.za must be completed.
9. For further enquiries please contact the Human Resources Administration Officer, Mr F.N Gqwashu at fgqwashu@lekwalm.gov.za or 011 712 9820

Notice: 29/2025

Closing date for applications: 03 November 2025


M. NYANE
ACTING MUNICIPAL MANAGER