

DEPARTMENT: MPAC

POSITION : MPAC RESEARCHER
SECTION : MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
REFERENCE NO : MR/02/11/24
REMUNERATIONS : In accordance with job level 6 of Merafong City local Municipality R 424 127.24 per annum excluding benefits

REQUIREMENTS: • Grade 12 • Valid Code 08 Driver's License • Diploma (NQF 6) in Economics /Public Administration/ Management in commerce and research subjects will be an critical advantage; 3 - 5 years considerable experience in research preferably in the field of MPAC on local government. Experience in Auditing, MPAC reporting • Knowledge of terms and reference on the MPAC in local government. MFMP Certificate will be an added advantage; knowledge of Municipal Financial Management, Municipal operations and performance reporting requirements; Microsoft Office applications; Good interpersonal relations and a high degree of ethics; Facilitation skills; communication skills; Analytical skills and report writing skills, Knowledge of local government legislation and constitution of the Republic; Experience in data analysis; Understanding of the Local Government Oversight Responsibilities; Strong research background will be a critical advantage.

SKILLS & KNOWLEDGE: Demonstrated strategic skills in the development and implementation of MPAC Strategy in small/ medium sized organization • Project/ programme implementation skills and knowledge • Case management, documentation and reporting skills • Excellent written, oral, interpersonal, and presentation skills and the ability to effectively interface with all team members and stakeholders

- Proven ability to juggle a complex workload, prioritise effectively, take the initiative, problem solve, be flexible and work with minimal supervision • Demonstrated ability to build consensus, facilitate collaboration and problem- solving and manage conflict among varied stakeholders in matrixed environment • Ability to set boundaries and to make stand behind tough decisions •

RESPOSIBILITIES: • The MPAC Researcher must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: Review and investigate all matters referred to the committee by other council committees. Coordinate the research to analyse financial and performance reports, including SDBIP, Annual Reports and financial statements and provide MPAC with reports on possible risks and irregularities. Provide advice to MPAC Coordinator on possible corrective measures, identifying unintended consequences and provide possible recommendations. Guide, establish, facilitate, coordinate, and maintain stakeholder relations for the purpose of the research. Perform administrative and related activities.



Please note that within the framework of Council's Employment Equity Plan and in promoting Gender Equality – people living with disability, female and previously disadvantaged candidates are especially encouraged and invited to apply.



MERAFOING CITY LOCAL MUNICIPALITY
Office of the Municipal Manager
27 NOV 2024

D.D Mabuza