



MERAFONG CITY LOCAL MUNICIPALITY

Merafong City Local Municipality hereby invites applications from suitable qualified and experienced candidates for appointment to the following position:

RE-ADVERTISEMENT INTERNAL/EXTERNAL DIRECTORATE: CHIEF OPERATING OFFICE

POSITION	: RISK OFFICER
SECTION	: RISK MANAGEMENT OFFICE
REFERENCE	: RISK/1/05/2025
REMUNERATION	: IN ACCORDING WITH JOB LEVEL 5 OF MERAFONG CITY LOCAL MUNICIPALITY (R472 479.08 – 495 459.06 – 520 605.61 PER ANNUM, EXCLUDING BENEFITS)

REQUIREMENTS: National Diploma in Risk Management/Accounting/Auditing or related B-Degree will be an added advantage • 3-5 years' experience in any sphere of government in a risk management/ accounting or audit environment • Computer literacy • Valid Driver's License.

RESPONSIBILITIES: Assisting in the development and implementation of the risk management policy, strategy, implementation plan and risk identification and assessment methodology. • Coordinating the risk identification and assessment session for both Strategic and Operational risks. • Periodically updating the Risk register with new and emerging risks. • Co-ordinating workshops and information sharing sessions on fraud and corruption and Strategic and Operational Risks of the organisation. • Coordinating risk management training at all levels to cultivate a risk management culture and to transfer risk management skills. • Assisting Management with risk identification, assessment and development of response strategies. • Monitoring the implementation of risk mitigation action plans. • Assisting in compiling risk reports as required for Executive Committee, Audit and Risk Management Committee and Council. • Participating with Internal Audit, Management and Auditor-General in developing the combined assurance plan for the Institution. • Providing inputs into the development and subsequent review of relevant policies, strategies, and plans including the fraud prevention plan, business continuity plan. • Risk Assurance. • Attending of Provincial Audit and Risk forums. • Reporting to the Risk Manager performance on mitigation strategies and Action Plans

FUNCTIONAL COMPETENCIES: Knowledge of relevant legislation in local government. Computer literacy, Safety regulations. Familiarity with relevant policies and procedures of risk management and fraud and corruption. Communication and conflict management skills, Numeracy, detailed knowledge of the general tools and techniques of risk management, Proactive, Report writing skills, analytical skills, negotiation skills, creativity and flexibility. **Personal:** Accountability, integrity, honest, reliable and good ethical conduct.



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. 