

# MSUKALIGWA LOCAL MUNICIPALITY

CIVIC CENTRE BUILDING • C/O KERK & TAUTE STREET • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350  
PO BOX 48 • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350

## WE ARE HIRING (VACANCIES)



### EXTERNAL & INTERNAL VACANCY RE- ADVERTISEMENT

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned position.

Name of Department	Office of the Municipal Manager
Job Post Name	X 1 Compliance and Ethics Officer
Duration	Permanent
Task Grade 12	R 420 533.40 p/a
Reference Number	MSU/RIS/04/10/25
Location	Ermelo

#### **QUALIFICATIONS**

- Grade 12 or NQF equivalent
- **National Diploma in Accounting, Internal audit / Law (NQF 6) Or any equivalent qualification**
- E-Learning Risk Management Certificate from Treasury, Anti-Corruption Practitioner and IRMSA membership will be an added advantage.
- Minimum Code B Driver's License

#### **EXPERIENCE**

- 2 Years of relevant experience.

#### **KEY COMPETENCIES**

- Integrity, honesty, and strong ethical judgement.
- Attention to detail and analytical thinking.
- Excellent communication and report-writing skills.
- Strong interpersonal and facilitation skills.
- Problem-solving and conflict management.
- Confidentiality and professionalism.
- Ability to influence and promote ethical behaviour across all levels.

#### **KNOWLEDGE**

- Local Government Legislative Framework
- Corporate Governance principles
- Risk Management and Internal Control Systems.
- Ethical Conduct and Values Management.
- Understanding of disciplinary and grievance processes.

#### **DUTIES**



- Develop and Implement ethics management policies.
- Coordinate implementation of ethics strategies.
- Advice on ethics related matters. Provide education, training and awareness campaigns on ethics management to promote the culture of integrity and compliance.
- Render secretariat services to the Risk Management, Anti-Fraud and Corruption Committee (RMAFCC).
- Compile organisational compliance register.
- Liaise with internal audit concerning municipal non-compliance with policies, legislation and Acts.
- Facilitating and monitoring compliance with the requirements of MFMA, Treasury Regulations and Public Sector Risk Management Framework and all municipal legislations.
- Compiling reports on non-compliances.
- Presenting a conceptual framework of current and future legal interventions necessary to address deviations from standards and/or to achieve acceptable levels of service.
- Any other ad-hoc duties which may be assigned from time-to-time by the Accounting Officer, Chief Risk and Compliance Officer, Audit Committee, Risk Management and Anti-Fraud and Corruption Committee.

**Please Note:**

- All applications must be accompanied by certified copies of ID and all educational qualifications, and they should not be older than 6 months. Applications received after the closing date will not be considered.
- Due to large number of applications, we envisaged to receive, applications will not be acknowledged.
- Should you not be contacted within 3 months after the closing date, consider your application unsuccessful.
- The municipality reserves the right to appoint or not to appoint any person. **VETTING & EQUITY IS THE MUNICIPAL PRIMARY SELECTION CRITERIA; THEREFORE, ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING INCLUDING REFERENCE CHECKING AGAINST SOCIAL MEDIA PROFILES. CANVASSING WILL LEAD TO DISQUALIFICATION**

Application forms and full detailed information about the advertised position is available on the Msukaligwa Local Municipality website ([www.msukaligwa.gov.za](http://www.msukaligwa.gov.za)) and Facebook page / HR office.

Application form, detailed CV, ID, and Driver's License must be posted / couriered to Msukaligwa Local Municipality, P O Box 48, Ermelo 2350 or hand delivered to the Corporate Services (HR Section), Cnr Kerk and Taute Street, Ermelo, for the attention of Director Corporate Services. For any further enquiries pertaining the advertised position, please do not hesitate to contact the Manager: Human Resources Ms. LP Mnisi at 017 801 3584.

**"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER 3 MONTHS, CONSIDER YOUR APPLICATION UNSUCCESSFUL" THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT ANY PERSON.**

**CLOSING DATE: 29 April 2026 at 12H00PM**