

BCMDA is an established municipal entity, wholly owned by the Buffalo City Metropolitan Municipality. Applications are invited from suitably qualified and experienced applicants to fill the following positions:

**1. Risk & Compliance Officer**

**Task Grade:12**

**Salary R 603 987.24 per annum (Total Cost to Company)**

**Ref. No. BCMDA-VAC-011-23**

**Requirements:**

- Bachelor's degree in Internal Auditing and Risk Management or Equivalent
- Minimum of 4 years of relevant experience in the field of Auditing or Risk Management.
- 2 Years of which must be at a supervisory level.
- Must have good report writing, presentation, analytical and communication skills.
- Demonstrate knowledge / experience in public sector.
- Advanced Computer literacy (PowerPoint and Excel)
- Must be able to demonstrate an in-depth understanding of Risk Management & Compliance

**Key Performance Areas:**

- Implement the Risk Management Framework in the Agency
- Performs risk management activities (risk identification, risk assessment, facilitating development of controls) in accordance with all relevant policies, legislation and risk management guide.
- Conducts risk assessment, which involves analyzing risks as well as identifying, describing and estimate the risks affecting the Agency.
- Facilitating development of risk management strategy which contains a plan of action to improve the Agency's risk management maturity.
- Monitors the effectiveness & adequacy of existing controls.

- Assists in the implementation of the fraud presentation plan.
- Responsible & accountable of submission of Risk compliances to the Board, EXCO & Audit Committee.
- To develop, update & review Risk & Compliance related policies
- Fraud and Ethics Management
- Planning, organizing, directing, and controlling ethics management activities.
- Develop, maintain, and manage the ethics related policies, framework, procedures, and other instruments of control.
- Develop and implement the fraud prevention plan and policy.
- Develop and manage the Agency's ethics programme.
- Risk Management Committee
- Provide support to the risk management committee.
- Strategy and Performance
- Provide support in the strategic Management function of the Agency.
- Assist in the development of the Agency's Strategic, annual Performance and Operational Plans

## **2. Secretariat & Legal Assistant (24 Months Contract)**

**Task Grade 8**

**Salary R 379 423.69 per annum (Total Cost to Company)**

**Ref. No. BCMDA-VAC-012-23**

### **Requirements:**

- An LLB Degree or Equivalent
- Minimum of three (3) years' experience in the legal field.
- Proven experience in record keeping and record management.
- Experience in the local government sphere will be an added advantage.
- Must have good report writing, presentation, analytical and communication skills.
- Advanced Computer literacy (PowerPoint and Excel)

### **Key Performance Areas:**

- To facilitate the Annual Work Plan and arrange meetings of the Board and committees
- Ensure timeous preparation of agendas and meeting packs for all Board and Committee meetings.
- Prepare minutes and Matters Arising from all meetings

- Communicate with Management on Matters Arising from meetings and ensure timeous feedback is received before scheduled meetings.
- Prepare all relevant notices for Shareholder's meetings
- Update and maintain all statutory files, records and registers
- Ensure compliance with applicable legislation and Agency policies

### **3. Stakeholder Engagement & Communications Administrator (24 Months Contract)**

#### **Task Grade 8**

**Salary R 379 423.69 per annum (Total Cost to Company)**

**Ref. No. BCMDA-VAC-013-23**

#### **Requirements:**

- Bachelor's degree in Business Administration or Relevant Qualification.
- Post Graduate Diploma in Business Management will be an added advantage.
- Minimum of three (3) years' experience in Administration
- Must have good report writing, presentation, analytical and communication skills.
- Advanced Computer literacy (PowerPoint and Excel)

#### **Key Performance Areas:**

- To provide administrative support in the development and implementation of processes, procedures and norms and standards.
- Assist in monitoring the implementation of policies, procedures, and guidelines for all Agency stakeholder Engagement & Communications functions.
- Engaging with the relevant local, provincial, and national departments and organization to pursue the Agency mandate.
- Assisting Stakeholder Engagement & Communications unit with purchasing/procurement in liaison with SCM Unit
- Assisting with monthly project budgets and reports
- Regular consolidating information for stakeholder & Communications functions
- Interact with BCMDA Internal & External Stakeholders in relation to Stakeholder & Communications Unit

***These posts are based in East London and any enquiries regarding the content of the above posts can be directed to Ms Nomkhitha Zokufa at 043 – 492 2101.***

**PLEASE NOTE:**

Candidates who are suitably qualified as per the minimum requirements for the posts set out in the advertisement are to submit a copy of their curriculum vitae together with a covering letter, along with the relevant required documentation for a specific post (i.e. certified copies of certificates, diplomas, degrees, identity document, drivers' license and membership to various regulating bodies. Non-submission of the required supporting documentation may disqualify a candidate.

Fraudulent qualifications and information submitted will disqualify any candidates with immediate effect. Candidates are cautioned that documentation and information provided is checked with relevant authorities and fraudulent submissions may also lead to criminal charges being laid against persons involved in submission thereof.

Buffalo City Metropolitan Development Agency reserves the right not to fill any or all of the positions advertised. By submitting your application for a position at the agency, you are consenting that the personal information submitted as part of your application may be used for the recruitment & selection-related processes.

**Applications can be hand-delivered to BCMDA Corporate Services Division, 12 Esplanade Road, Quigney, East London, 5201, or emailed to [recruitment@bcmda.org.za](mailto:recruitment@bcmda.org.za)**

**CLOSING DATE: 29 OCTOBER 2023**

**Should candidates not be contacted within thirty (30) days of the closing date, they may regard their applications as having been unsuccessful.**