



Comprised by Qumrha, Mooiplaas, Chintsa East, Haga Haga, Morgans Bay, and Kei Mouth Towns, with its Headquarters in Qumrha.

VACANT POSITION

The Municipality is looking for a highly motivated; results oriented, suitably qualified, and experienced individual to fill the following vacant position:

MUNICIPAL MANAGER'S OFFICE

Division	:	Internal Audit
Position	:	Senior Internal Auditor
Task Grade	:	Task Grade 14
Salary	:	R 456 426.00 per annum (Excluding Normal Council Benefits)
Duration	:	Permanent

MINIMUM REQUIREMENTS

- Grade 12
- National Diploma/ Bachelor's Degree in Internal Auditing or Auditing (NQF Level 6/7)
- 5–8 years' experience in the auditing environment with at least 2 years supervisory experience
- Registered with the Institute of Internal Auditors South Africa (IIASA)
- The Certificate in Professional Internal Auditing (PIA) will be an added advantage
- Must have computer skills preferable in excel, report writing skills, as well as analytical and communication skills
- Valid Code B driving licence.

KEY PERFORMANCE AREAS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING

- Managing the execution of the approved audit plan;
- Managing of the audit project team which entails but not limited to performance on project development, timelines, and quality.
- Performing audit planning in accordance with operational plan and engagement letter;
- Preparing a detailed risk-based audit program;
- Participating in ad hoc audit related activities as and when required;
- Practical knowledge of the International Standards for the Professional Practice of Internal Auditing

- Knowledge of Risk Management
- Knowledge of legislation applicable in the Local Government, policies, and processes.
- Ability to provide credibility to financial affairs of the municipality and to ascertain compliance with relevant legislative prescripts and standards
- Ability to work under pressure and to meet tight deadlines
- Executing complex and sensitive audits in accordance with risk-based audit program to establish the adequacy of the controls and the compliance thereof;
- Conducting special audit investigations as and when required by the organisation;
- Drafting an engagement letter to the auditee in accordance with the audit plan;
- Supervising the audit teams towards the achievement of the audit plan;
- Preparing a detailed draft report addressing the findings, the root cause, effect, and to provide recommendations;
- Incorporating Senior Manager's comments on the draft report.
- Providing the client with the draft report as well as the recommendations for the client to comment and indicate corrective actions.

FUTHER INSTRUCTIONS TO THE CANDIDATES

The Municipality subscribes to the principles of employment equity. People with disabilities are encouraged to apply.

Interested Suitably qualified Candidates are to submit Application Letter, complete Curriculum Vitae, and certified copies of certificates of qualifications, SA ID copy and Driver's License.

Applicants not contacted within 30 days of the closing date must consider their applications as unsuccessful. The Great Kei Municipality reserves the right not to make an appointment.

Applications must be submitted to:

**The Acting Director Corporate Services: Attention Mr. BT. Douglas
Great Kei Municipality, Private Bag X2, QUMRHA, 4950
OR 17 Main Road.
QUMRHA, 4950.**

For enquiries you can contact the Human Resources Practitioner: Ms. N. Mzimba at 043 831 5738 during office hours.

E- Mailed or Faxed applications will not be considered.

Closing date for the applications: 03 May 2024 at 16h00


ISSUED BY MR. L.N. MAMBILA
MUNICIPAL MANAGER

22/04/2024
DATE