



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

VACANCY / UMSEBENZI / BETREKKINGS

The Municipality is looking for a highly motivated, result orientated and experienced individuals to fill the following position.

MUNICIPAL MANAGERS OFFICE

Division : Municipal Manager's Office
Position : Internal Audit Assistant
Task Grade : Task Grade 08
Remuneration : R 227 050,20 per Annum (Excluding Normal Council Benefits)
Duration : Permanent

MINIMUM REQUIREMENTS:

- Grade 12 plus National Diploma/ Bachelor's degree in Internal Auditing or Auditing
- Minimum of 2 years' experience in the Auditing environment
- Registered with the Institute of Internal Auditors of South Africa (IIASA)
- Practical knowledge of the International Standards for the Professional Practice of Internal Auditing.
- Sound knowledge of Local Government Legislation and Supply Chain Management Regulations
- Valid Code 8 / EB driving license will be an added advantage

KEY PERFORMANCE AREAS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- Analyse documentation of processes, procedures and additional information.
- Identifying and defining issues, developing criteria and analyzing evidence of the work performed.
- Analyzing and evaluating Internal controls relating to business transactions, safeguarding municipal assets, compliance with applicable legislations, policies and operating operations efficiency.
- Checking all deficiencies in internal control systems are reported in and substantiated in the audit work papers
- Prepare audit work papers
- Execute audit work procedures as per the internal audit plan
- Compile a list of findings as identified during execution.

FURTHER 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 an 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 Director Corporate Services: Attention Mr. B.T. Douglas
Great Kei Municipality, Private Bag X 2, Qumrha, 4950
OR 17 Main Road.
Qumrha, 4950.

For enquiries you can contact: The Admin & HR Manager : Ms. T. Mgweba 043 831 5700/ 38 during office hours

E- Mailed or Faxed applications will not be considered.

Closing date for the applications: 22 October 2025 at 16h30 pm



ISSUED BY:
MR. L.N. MAMBILA
MUNICIPAL MANAGER

09/10/2025

DATE