



NDWEDWE LOCAL MUNICIPALITY UMASPALA WASE-NDWEDWE

The Ndwedwe Local Municipality, with its seat in Ndwedwe Village +- 50km North West of Durban, hereby invites suitably qualified and experienced individuals to apply for the position of: -

SENIOR MANAGER INTERNAL AUDIT Permanent (Task grade 17, R, 510,102.24 per annum)

KEY REQUIREMENTS

The incumbent must have a Grade 12 and an appropriate recognized tertiary qualification, i.e. a three-year degree/ diploma in Auditing, Taxation, Accounting or Finance. Registered with the Public Accountancy and Auditing Board as a Registered Accountant or Auditing will be an added advantage. Must be a registered member of the Institute of Internal Auditors of South Africa (IISA). Must have completed Articles Confirmation for SAICA be attached. Must have completed or studying towards minimum competency (in line with Government Gazette No.37432. Minimum of 5 years working experience as an Auditor in Local government or Public sector. Must be in possession of a Valid driver's license minimum Code B.

KNOWLEDGE, SKILL & COMPETENCY

- Excellent communication (verbal and written) as well as interpersonal skills.
- Computer literacy, analytical and numeracy skills.
- Must demonstrate time management, report writing and problem solving skills
- Must be able to work under pressure with strict timeframes

KEY RESPONSIBILITIES

- Coordinate and control processes and pressure associated with the formulation of the Municipalities risk based Audit Plan and Program which inter-alia will include:
- Interpreting legislative requirements and discussing with the immediate Supervisor/ Audit Committee, the structure of the plan and program.
- Researching key compliance aspects related to controls, risk, accounting procedures and practices, performance management, regularity and loss control for inclusion into the plan and program.
- Interacting and providing information and an opinion on researched issues to the immediate Audit Committee, commenting specifically on the appropriateness of the Plan/Program against internal processes.
- Adjusting the Plan/ Program based on approval of recommendations/submissions prior to implementation.
- Supervise / Oversee all fieldwork, planning and reporting of Audit assignments
- Monitor applications, procedures and processes associated with specific statutory financial responsibilities and functional activities of the Municipality in line with specified audit methodologies and statements.
- Evaluate the adequacy and capability of internal controls with the organization's environment to identify with deviations from guidelines and procedures.
- Assessing the validity of performed and costing systems and checking accuracy in specific applications (project costing, etc.) to enhance maximum performance and productivity.
- Manage the implementation of Audit investigative processes to determine irregularities or non-compliance to policies and legislation.
- Participating in various meetings (Audit Committee, Council, Internal and External forums) and provides comments/opinions and guidance in an advisory capacity.
- Responding to queries /questions, through the collection of factual information and or presenting and elaborating on findings to substantiate outcomes.
- Collaborating with the Auditor –General (SA), other official departments and professional bodies on audit procedural applications principles with a view to aligning internal processes to audit outcomes.
- Providing advice to Heads of Department and Municipal Manager on the re-alignment of specific processes, roles and responsibilities to maintain compliance with statutory legislation
- Co-ordinate and prepare all Audit packs for various relevant meetings and forums
- Coach and mentor the Audit Internship Programme.
- Monitor, Evaluate and Report on implementation all audit related action plans in a strategic and operational manner.
- Conduct Audit Investigations as mandated by the Municipal Manager, the Council and Audit Committee.
- Coordinate and manager Council's Anti-Corruption and Fraud strategies

BENEFITS

- 13th cheque, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy, vehicle allowance.

CLOSING DATE: 10 AUGUST 2017

Written application letter together with comprehensive curriculum vitae (CV), certified copies of ID, drivers licence and all qualifications must be forwarded to: -

**The Municipal Manager
Ndwedwe Local Municipality
P/Bag x 503, Ndwedwe, 4342**

Faxed, e-mailed, Z83 forms and late applications will not be considered.

Enquiries can be directed to **HR Office Tel :032 532 5000**

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful.

The Municipality subscribes and promotes the principles of employment equity and affirmative action. Women are encouraged to apply.

APPROVED BY:



**MR. TP CELE
MUNICIPAL MANAGER**

DATE:

24/07/2017



NDWEDWE LOCAL MUNICIPALITY

UMASIPALA WASE-NDWEDWE

The Ndwedwe Local Municipality, located in Ndwedwe Village +-30km North of King Shaka International Airport, hereby invites applications from suitably qualified and experienced individuals to apply for the position of:

SENIOR MANAGER: COMMUNICATIONS AND POLITICAL SUPPORT

Five-year contract position

(Task grade 17, R661,041.24 per annum, all inclusive)

KEY REQUIREMENTS

The incumbent must have Grade 12 and Bachelor's Degree/ National Diploma in Communication Science, Journalism and Public Relations. Minimum of three years' experience working as the Communication Officer in the Public or Local Government sector. Valid Driver's License minimum code B.

KNOWLEDGE, SKILL & COMPETENCY

- Understanding of the Local Government environment
- Understanding of media liaison and communication including Government Communication.
- Thorough knowledge of communication tools and practices
- Have a keen understanding of the socio-economic complexities within ILembe District Municipality
- Display intimate knowledge of the political issues and dynamics prevailing in the Ndwedwe Municipality
- Keen understanding of the Integrated Development Plan, Performance Management System and Local Economic Development and relevant municipal legislation.
- Financial Management and project management skills would advantageous
- Computer Literacy.

KEY RESPONSIBILITIES

- Develop and implement communication plan (internal and external)
- Assist departments to develop communication strategies based on the IDP
- Promote and maintain a positive image of the municipality
- Monitor communication initiatives and media impact in terms of compliance with communication strategy
- Promote good relationship with the media and the community
- Ensure that residents' complaints are dealt with in a professional manner
- Develop and implement customer satisfaction survey
- Coordinate special events relating to the municipality
- Advise management and councilors on strategic communication matters
- Prepare articles for the regional media to highlight the role of the municipality
- Ensure smooth flow of information within and outside of the municipality
- Produce video and photographic material for the municipality
- Ensure adoption of municipal communication cycle that mirror the IDP cycle
- Liaison with other Local Municipalities, District Municipalities, Provincial and National departments
- Assist in communication capacity building interventions, training of CDW's and Ward Committees
- Ensure that the municipality implement the Promotion of Access to Information Act
- Ensure that the municipality develop and regularly update the calendar of public activities
- Be responsible for the Public Participation and Youth sub directorates

BENEFITS

- Pension, Medical Aid, leave etc

CLOSING DATE: 10 AUGUST 2017

Written application letter together with comprehensive curriculum vitae (CV), certified copies of ID, drivers licence and all qualifications must be forwarded to: -

**The Municipal Manager
Ndwedwe Local Municipality
P/Bag x 503, Ndwedwe, 4342**

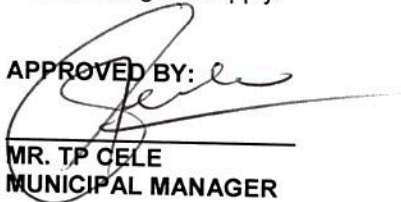
Faxed, e-mailed, Z83 forms and late applications will not be considered.

Enquiries can be directed to **HR Office Tel :032 532 5000**

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful.

The Municipality subscribes and promotes the principles of employment equity and affirmative action. Women are encouraged to apply.

APPROVED BY:



**MR. TP CELE
MUNICIPAL MANAGER**

DATE:

24/07/2017