



## **NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE**

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### **MANAGER INTERNAL AUDIT PERMANENT (TASK GRADE 16 R 484 714.14 PER ANNUM)**

#### **KEY REQUIREMENTS**

The incumbent must have Matric Certificate and a three-year Bachelor's Degree in Commerce specialized in Financial Accounting/ Auditing/ Internal Auditing as a Major, plus a minimum of three years working experience in the Local Government or Public Sector, be Computer literacy. Be registered with Institute of Internal Auditors of South Africa (IIASA) and Valid driver's license minimum code B.

#### **KNOWLEDGE, SKILLS AND COMPETENCY**

- Good understanding of GRAP, MFMA and IIA standards
- Fluency in both English and IsiZulu
- Good verbal and written communication skills

#### **KEY RESPONSIBILITIES**

- Plan the audit scope, including designing audit plans and programmes
- Identify risk and controls and undertake process analysis
- Present risk analysis and audit assignments to Senior Management.
- Provide assurance service to the Accounting Officer and management
- Conduct performance Audits in accordance with the performance management system
- Responsible and accountable for planning, organizing, supervising, controlling, performing and formally reporting on audit engagements.
- Monitoring compliance to determine the extent of variation or non-conformance to statutory requirements, policies and procedures.
- Preparing and presenting reports, comments and opinions on the achievement of departmental objectives.
- Providing guidance on the interpretation of principles to enable re-alignment of functions and responsibilities.
- Providing independent assurance on the adequacy and effectiveness of the internal control, risk management and governance processes.
- Ensuring that audits performed comply with International Standards for Professional Practice of Internal Auditing and other laid down standards.

- Secretariat function to the Audit- and Performance Audit Committee and the Fraud and Risk Management Committee.
- Assist the Internal Audit Executive in coordinating and managing the internal audit activity.
- Be responsible for auditing the efficiency and adequacy of the system of internal controls within the municipality'
- Ensure good corporate governance and compliance with the MFMA and other relevant regulations,
- To inform the municipal manager and relevant stakeholders on the state of the risk and control environment.
- Responsible and accountable for leading, conducting and reporting on scheduled audits, and ensuring that audit work conforms to the International Standards for professional Practice of Internal Auditing and any other standards set by the Internal Audit Unit.
- To lead, conduct and control audit activities economically, efficiently and effectively to maximize performance output.


#### **BENEFITS**

13<sup>th</sup> Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy.

Written application letter together with comprehensive curriculum vitae (CV) and certified copies of qualifications must be forwarded to: **The Acting Municipal Manager, Mr MF Hadebe, Ndwedwe Local Municipality, P/Bag X 503, Ndwedwe, 4342** Faxed, e-mailed, Z83 form and late applications will not be considered. Enquiries can be directed to Human Resources Tel :032 532 5000

**CLOSING DATE: 22 OCTOBER 2018**

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.

  
**MR. MF HADEBE**  
**ACTING MUNICIPAL MANAGER**

23/10/2018  
**DATE**