

# éDumbe Municipality

10 Hoog Street  
Private Bag X308  
PAULPIETERSBURG 3180



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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

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Date: 03 April 2023

## **External Advert**

éDumbe Local Municipality invites suitably qualified and experienced candidates to apply for the below position. Women and people with disabilities will be given preference in accordance with Employment Equity Act.

**POST: CHIEF INTERNAL AUDITOR & RISK**

**DEPT: EXECUTIVE**

**REF/CIRC: EDUMP- 08/2022/23**

**PERMANENT POSITION**

**REMUNERATION IS (TASK GRADE 17: R703 053.19 -- R 912 624.73) OF CATEGORY 1 LOCAL MUNICIPALITY PER ANNUM PLUS NORMAL FRINGE BENEFITS APPLICABLE TO LOCAL GOVERNMENT**

### **MINIMUM REQUIREMENTS:**

- Grade 12 (Matric)
- An appropriate B Com degree or equivalent (NQF 7) qualification in Auditing/ Accounting/Internal Audit
- 4 - 6 years or above in Internal Auditing for which 3 years must be at a supervisory level.
- Certified or current member of Internal Auditors (CIA, IIA (SA), IAT and CGAP) will be an added advantage
- Knowledge of King III (Governance) and knowledge of the International Standards for Professional Practice of Internal Auditing
- Tact, discretion and the ability to work quickly under pressure maintaining a high level of accuracy and detail
- Understanding of Local Government environment
- Good verbal and written communication skills, reporting writing and presentation skills and the ability to work in a team and to supervise staff
- Valid South African driver's license

### **RESPONSIBILITIES:**

1. Manages the implementation of Audit investigative processes to determine irregularities or non-compliance.
2. Analyzing and review Annual Financial Statements and commenting to the immediate superior on the credibility of the report with respect to the financial position of the Municipality and compliance and compliance with applicable Acts.
3. Co-ordinate and control processing and procedures associated with the formulation of Municipality risk based Audit Plan and Program



4. Monitor applications, procedures and processes associated with specific statutory financial responsibilities and functions/ activities of the Municipality.
5. Actively participate in the audit planning process including responsibility for assessing the most effective spread of audit activity.
6. Document systems, processes and controls, conducting interviews, testing and/or verifying information and data in order to identify key risk areas.
7. Obtain and evaluate comments from staff and management on how the identified control weakness will be addressed.
8. Responding to queries/ questions, through the collection of factual information and/or presenting and elaborating on findings to substantiate outcomes
9. Monitor and work closely with outsourced Internal Audit Unit
10. Create audit file prior to start of audit and maintenance thereof

éDumbe Municipality is committed to Employment Equity, therefore, in these appointments; such factors will be taken into account. éDumbe Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with short listed candidates. If you have not heard from us within (one) 1 month of the closing date, please regard your application as unsuccessful. The council nevertheless appreciates the interest shown by applicant.

The applications accompanied by éDumbe Municipality Application form (to be obtained on the Municipal website), Application Letter, Curriculum Vitae, certified copies of Qualifications, copy of Identity Document, copy of drivers license and details of three (3) references and must be addressed to the:

**Municipal Manager**  
**éDumbe Municipality**  
**Private Bag x 308**  
**Paulpietersburg**  
**3180**

or Hand delivered at the **Municipal Building No: 10 Hoog Street, Paulpietersburg**. Failure to attach all required documents will disqualify your application. Faxed, Z83 form and e-mailed applications will not be accepted. If you have not been contacted after 30 days of closing date of advertisement, please accept that your application was unsuccessful. The Municipality reserves the right not to appoint.

**CLOSING DATE for applications: 24 April 2023**

Enquiries with regards to this post may be directed to (Human Resource Section) on 034-995 1650 /1651 during office hours. No late applications will be considered.

**éDumbe Municipality is an equal opportunity, affirmative action employer and is committed to empowering disabled people** ♿

  
J.F.K. Khumalo  
Municipal Manager