

**DIRECTORATE MUNICIPAL MANAGEMENT
INTERNAL AUDIT UNIT
INTERNAL AUDITOR (REFERENCE: MUN 14)
(PERMANENT APPOINTMENT) – CERES**

Applications are hereby invited from individuals with the applicable qualifications for above vacancy.

Requirements:

- A National Diploma in Internal Auditing.
- Registered with a recognized profession.
- A valid Code B driver's license.
- 2 - 5 years' relevant experience.
- Computer Literate (MS Applications)
- Code of conduct for professional
- Must be willing to work overtime when required and travel out of town when required.
- Knowledge of Business processes
- Knowledge of Standards for Professional Practice of Internal Audit
- Analytical skills, organisation and data skills
- Good verbal and written communication skills,
- Ability to deal effectively with individuals at all levels and ability to work in a team.
- Must have adaptable qualities due to interaction with different situations and persons at all levels.
- Professional ability and qualities of good character.
- Fluent in at least 2 of the 3 languages spoken in the Western Cape, Afrikaans, English or IsiXhosa.
- **Please note:** A performance agreement is also applicable to this position whereby the employer reserves the right to institute a performance management program.

Competencies

No	Category	Competency
1.	Core Professional Competencies	<i>Written Communication; Oral Communication; Research and Analysis; Advocacy / Negotiation; Ethics and Professionalism and Organisational Awareness</i>
2.	Functional Competencies	<i>Internal Auditing; Engagement Management and Information Management</i>
3.	Public Service Orientation Competencies	<i>Interpersonal Relationships; Communication; Service Delivery Orientation; Customer Orientation and Customer Focus</i>
4.	Personal Competencies	<i>Action and Outcome Orientation; Resilience; Change Readiness; Cognitive Ability and Learning Orientation</i>
5.	Management / Leadership Competencies	<i>Impact and Influence; Team Orientation; Coaching and Mentoring; Strategic Capability / Leadership or Direction Setting</i>

Duties:

- Understand and gain insight into operations and the various processes, in particular the IDP of Witzenberg Municipality.
- Having insight of strategic and operational risks.
- Understand Local Government performance management, and internal audit legislative requirements.
- Obtaining process flow, operating procedures (SOP's), relevant policies and procedures and systems in use.
- Obtaining risk assessment related to the project and contributes to the compilation of the risk and control schedule to identify all risks and key controls.

- Executing assigned work programmes (audit tests) in accordance with the agreed scope and coverage and time budget of the assignment.
- Report any deviations from scope and time budget to the Senior Auditor in a timely manner.
- Document the draft audit findings indicating the criteria/standard, condition, root cause, effect and recommendation for discussion with the client.
- Recommendations must address the root cause and should be practical and economical.
- Submit Record of Audit Findings (RAF) Senior Auditor for review.
- Complete weekly timesheet of productive and administrative hours
- Comply with the International Standards for the Professional Practice of Internal Auditing (ISPPA)
- Comply with the Code of ethics of the Institute of Internal Auditors
- Comply with the Code of conduct of Witzenberg Municipality
- Compiling and filing of internal audit minutes of meetings.

Salary: R 319 809,96 per annum (Post level T11 of a Grade 4 Municipality)

Interested candidates **must** complete an official application form which is obtainable on our website: www.witzenberg.gov.za or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh and main Office at Ceres. **(applicants who do complete the official application form and who do not submit certified copies of qualifications / identity document/ drivers licence will not be considered)** please provide a detailed CV accompanied with a covering letter, certified copies of qualifications, drivers licence and three (3) names of work related references(an email address must be included by the references) to the Senior Human Resource Manager, PO Box 44, Ceres, 6835 or Fax to 023 – 3161877 or E-mail to: admin@witzenberg.gov.za. For further enquiries you may contact the Mrs IM Barnard or Mr H Arendse at the Human Resources Department at Telephone number 023 – 3161854.

Closing Date: 26 APRIL 2024 BEFORE 12H00

Please Note: Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants that do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Please state the reference number on your application

(Witzenberg Municipality fully supports and encourages designated groups to apply in terms of the Employment Equity Act)

David Nasson
Municipal Manager
04/03/21

20 MARCH 2024