



"re gatela Pele" "we moving Forward" "ons gaan Vorentoe"

**APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATION FOR THE FOLLOWING VACANT
PERMANENT POST**

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

POST: INTERNAL AUDIT CLERK

(REFERENCE NO: KLM 01 2020/2021)

ANNUAL REMUNERATION WILL BE BASED ON A TASK GRADE 6 (R 138 607.00)

REQUIREMENT AND QUALIFICATIONS:

Requirements:

- National Diploma or Bachelor's degree in Internal Auditing or Accounting
- Completed or enrolment for obtaining the Internal Audit Technician (AIT) designate will be an added advantage.
- Proficiency in audit software programs
- Knowledge of the Standards for the Professional Practice of Internal Auditing.
- Knowledge of applicable legislation, Municipal Finance Management Act 56 of 2003.
- At least one-year internal audit experience (Experience in public sector auditing will be an added advantage)
- Computer literate
- Excellent communication and interpersonal skills
- Excellent planning, organizing and time management skills
- Good report writing skills (verbal and written)
- Ability to think analytical, adapt to change and multi-task
- Valid Driver's licence

Key Performance Areas:

- Responsible for timely execution of audits as per annual operational audit plan (including but not limited to risk based audits, compliance control audits and Audit of predetermined objectives)
- Identify and document risks and controls
- Determine compliance with policies and procedures
- Prepare and consolidate audit reports within the prescribed deadlines
- Attend financial year end stock takes
- Must be able to work independently to achieve agreed outcomes
- Must be willing to work overtime from time to time

ENQUIRIES: Ms. Maricia Pienaar -Human Resource Management Officer at 053 384 8600

Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by originally certified copies of Identity document and qualifications (Certified copies must not be older than 3 months). **Please send applications to:** The Municipal Manager and applications should be email to the following email address: hrm@kgatelopele.gov.za due to health and safety Precautionary steps **hand delivery applications will not be accepted**

Application forms are available and may be downloaded from the municipal website;
<https://www.kgatelopele.gov.za/>.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply. Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. Kgatelopele Municipality reserves the right to make no appointments.

Closing Date: 13 NOVEMBER 2020, THE MUNICIPAL MANAGER, MR. MONDE JANUARY

NO LATE APPLICATIONS WILL BE ACCEPTED