



KGATELOPELE MUNICIPALITY

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

SENIOR INTERNAL AUDITOR: OFFICE OF THE MUNICIPAL MANAGER – PERMANENT Reference NO – KLM 17 2021/2022 (Task 14- R437 321.00 per Annum)

B. REQUIREMENTS/QUALIFICATIONS:

- An appropriate B degree or equivalent NQF level 6 qualification in Auditing or Accounting plus at least +3 years' experience in an Audit Environment;
- studying towards Certified Internal Auditor (CIA/CGAP) will be an added advantage;
- Knowledge of risk-based auditing experience, Business processes; * International Standards for Professional Practice of Internal Auditing;
- Understanding of Local Government environment;
- A high level of initiative as well as administrative and organisational ability;
- Tact, discretion and the ability to work under pressure maintaining a high level of accuracy and detail;

C. KEY PERFORMANCE AREAS.

- Obtain a good understanding of the control environment being audited (including information technology, internal financial control and risk management related aspects), and the interdependencies linked to this.
- Plan audit assignments based on key process and business risks identified, and design the audit program in line with risks and key controls to be tested.
- Incorporate data analytics (DA) to enhance audit planning and create efficiencies in audit fieldwork.
- Execute audit field work in compliance with quality standards by following and completing prepared work programs. Assess the adequacy and effectiveness of governance, risk management practices and internal controls.
- Provide clear and sufficient audit evidence to support recommendations and audit opinion.
- Express an opinion based on the results of the work performed.
- Identify opportunities to improve internal controls, including internal financial controls.
- Identify and clearly articulate the root cause of issues identified and impact thereof, and recommend changes to business processes that will address the control weaknesses.
- Prepare a quality and balanced audit report to specified standards, encapsulating the control weaknesses identified and results of audit work performed, with minimal editorial changes.
- Incorporate fundamental principles, key issues and control themes emanating from other functional areas and assurance providers to ensure relevant & appropriate audit findings.
- Identify opportunities for innovation in audit as well as client processes, and develop practical solutions to implement innovative practices.
- Effective communication with the audit team, audit management and key stakeholders.
- Is aware of the resources available and is able to utilise them to best effect with guidance from senior audit staff.
- Keep abreast of emerging industry standards, best practices, industry challenges, upcoming legislation, operational requirements and technology changes related to the internal audit environment.
- Participate in internal departmental work and key standing tasks such as, Risk and Audit Committee reporting,
- Ensure the constant delivery of superb value and a 'memorable' customer experience.

- Establish and maintain collaborative partnerships and a wide relationship network across business units and within Internal Audit.
- Respond to client needs and queries professionally and within agreed turn-around times.
- Communicate professionally in all communication forms. Listens actively to others.
- Negotiate with management as appropriate in order to ensure key findings and follow up actions are agreed upon. Maximized Department Resources
- Identify development needs and address these through training and continuous professional development.
- Proactively seek and embrace formal and informal peer coaching opportunities.
- Execute the audit assignment within the agreed budget and timelines.

NB: Please Note:

- No faxed or e-mailed applications will be considered;
- Candidates are required to complete the prescribed "Annexure C" application form as per • Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and competency assessment should also disclose

Financial interest;

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed/sent to:

Applications can be post to The Acting Municipal Manager
 Attention: Mr. A. Tieties
 Kgatelopele Municipality
 P.O. Box 43
 DANIELSKUIL
 8405

Or can be hand delivered at:

Kgatelopele Municipality at the Human Resource Office.
 Enquiries may be directed to Senior Human Resource Management: Corporate Services,
 Ms. M. C. Pienaar (053) 384 8600 during office hours between 07:30 am – 16:45pm Monday
 to Thursdays and Fridays till 15:30pm.

CLOSING DATE: 29 April 2022 at 12:00pm