



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:

APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITION

DEPARTMENT: MM's OFFICE

UNIT: INTERNAL AUDIT

POST: SENIOR INTERNAL AUDIT

REFERENCE NO: KLM 05/2024/2025 ANNUAL REMUNERATION WILL BE BASED ON A TASK 14 (R483 523)

MINIMUM REQUIREMENT

- National Diploma; B-Tech; B. Com Degree (NQF: 6/7) in Accounting/ Auditing or Internal Audit
- Accreditation as Professional Internal Auditor (PIA) or any other professional body will be an added advantaged.
- A minimum of 3-6 years full time experience in an auditing environment.
- A Valid Driver's License

SKILLS AND COMPETENCIES

- Extensive Knowledge and skills in applying internal auditing and accounting principles and practices, management principles and preferred business practices.
- Knowledge of management information systems terminology, concepts and practices.
- Skill in negotiating issues and resolving problems.
- Experience in auditing or accounting, and in supervising and conducting audits in Information Systems and other areas pertinent to the municipality.
- Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors.
- Skills in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions.
- Knowledge of industry program policies, procedures, regulations and laws.
- Skill in conducting quality control reviews of audit work products.
- Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines.
- Ability to establish and maintain harmonious working relationships with coworkers, staff and external contacts, and to work effectively in a professional team environment, innovative and creative, accuracy and discipline.

- Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations.
- Considerable skill in using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries and analysis

KEY PERFORMANCE AREAS

Annual and Quarterly Planning of Audit Assignments:

- Provide inputs to the annual Audit Plan.
- Provide inputs to the project plan and allocation of audit assignment.
- Provide inputs into the quarterly progress report
- Supervise Planning and Execution of audit assignments: Provide input into the audit engagement scope, audit objectives and timeframes.
- Research on audit to be performed and relevant legislations/Acts/Policies and Procedures.
- Perform and/or review data analytics
- Develop the audit program and plan the audit sampling method
- Review the Preliminary Survey Checklist, System Description and DPM
- Review the record of work done on the audit program.
- Review and sign off working papers
- Provide frequent supervision or coaching to the Auditors and minimal supervision to seniors throughout the audit assignment.
- Reporting Audit Results: Review the Exception (Combined Issue) Report.
- Discuss of the reviewed Exception (Combined Issue) Report with client to source management comments
- Assist in the drafting of the Draft Final Audit Report.
- Address and sign off Coaching Notes
- Ensure audits are valuable to the municipality.
- Verification of the audit pack as per Audit Committee request

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 is required.
- No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted.

Applications can be posted to The Municipal Manager
Attention: Adv. W Blundin
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 Acting Senior Human Resource Officer: Ms. C. van Rooyen
(053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to Thursdays and
Fridays till 15:30pm.

CLOSING DATE: 27 September 2024 at 12:00pm