



Ephraim Mogale
Local Municipality

EPHRAIM MOGALE LOCAL MUNICIPALITY

VACANCY

Ephraim Mogale Local Municipality invites suitably qualified applicants to apply for the under-mentioned position.

Ephraim Mogale Local Municipality is committed to employment practices as enshrined in the Employment Equity Act. People living with disabilities; Coloureds; Indians and women are encouraged to apply.

INTERNAL AUDITOR

REMUNERATION: R235 533.77

DEPARTMENT: MUNICIPAL MANAGER'S OFFICE

DIVISION: INTERNAL AUDIT AND RISK MANAGEMENT

REPORTING TO: CHIEF INTERNAL AUDITOR

REQUIREMENTS

•Grade 12 and National Diploma in Internal Auditing/Auditing or Financial Accounting, B Degree in one of these fields will be an added advantage, •2 years relevant experience •Professional registration with the Institute of Internal Auditors South Africa (IIASA) will be an added advantage.

KNOWLEDGE AND SKILLS

•Must have communication, planning and organizing skills. •Computer literacy. •A valid driver's license. •Must have financial and project management skills. •Be innovative and analytical •Be of high standard of honesty, objectivity, diligence and loyalty •Have Interpersonal relations and communication skills •Have knowledge of financial management and report writing •Good understanding of GRAP and IIA standards as well as code of ethics, •Have understanding of MFMA, and other applicable legislations in Local Government.

RESPONSIBILITIES / DUTIES

•Work jointly with the municipal audit committee through the Chief Internal Auditor to monitor compliance to policies, acts and procedures. •Set and review municipal financial systems and procedures. •Monitor internal control systems and operations. •Check and verify management responses to audit queries. •Set standards for effective internal audit function. •Review compliance procedures. •Advise management on issues of compliance. •Regularly report to Chief Internal Auditor about performance of other departments concerning to internal audit. •Conduct the internal audit and verify compliance according to contracts, applicable legislation, generally acceptable accounting practices and auditing standards •Giving inputs in planning for the Audits as per the annual Internal Audit Plan •Document

all relevant systems, procedures, operations, transactions, flows and activities identified by the audit plan •Check and verify employees identification against source documentation, i.e. Letter of Appointment, pay rate, etc. and ensure calculations are correct. •Source and search legislative requirements and discuss with the immediate superior, the structure of the plan and Programme •Interact with the relevant Departments to review functional systems and their compliance aspects related to controls, risks, accounting procedures and practices, performance management and loss control for inclusion in the plan and Programme. •Report on weaknesses on the systems of internal control and make recommendations to management via the Chief Internal Auditor •Conduct follow up audits on completed assignments.

Please forward your application on the **duly completed APPLICATION FORM for Non-Senior positions** (which can be obtained from municipal website: www.ephraimmogalelm.gov.za and also from any municipality in South Africa). Applications must be accompanied by CV; certified copies of required qualifications; Identity document and driver's license, and be forwarded to the Acting Municipal Manager, Ephraim Mogale Local Municipality, P.O. Box 111, MARBLE HALL, 0450. **Faxed and e-mailed applications will not be accepted.**

More information can be obtained from the telephone numbers (013) 261-8400; (013) 261 8425 or (013) 261-8431 during office hours. Ephraim Mogale local municipality reserves the right to fill or not to fill this post.

Closing date: 8th November 2019. Should applicants not be notified of the outcome of their application within three (3) months after the closing date, they should regard their application as unsuccessful, as there will be no further correspondence.

Note: Reference check (Security clearance or vetting) will be conducted on the shortlisted candidates.

K.V. SITHOLE
ACTING MUNICIPAL MANAGER