



(EXTERNAL ADVERTISEMENT)

**OFFICE OF THE MUNICIPAL MANAGER
DIVISION: INTERNAL AUDIT
LOCATION: WORCESTER**

SENIOR INTERNAL AUDITOR (PERMANENT)

**SALARY: R 377 657.42 – R 490 207.62 per annum [T12]
TOTAL COST TO COUNCIL: R 543 175 – R 688 278 per annum**

(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)

Ref: MM/IA01/0424

Job Purpose: Responsible and accountable for directing, planning, organizing, supervising and controlling, and formally reporting on the activities of the audit projects in order to ensure that it is managed to achieve the functional business objectives, and that work conforms to the International Standards for the Professional Practice of Internal Auditing and any other standards set by the Internal Audit Activity; providing independent, objective assurance and consulting services designed to add value and improve the Municipality's operations, monitoring compliance and determining the extent of variation or non-conformance to statutory requirements, policies and procedures, preparing and presenting recommendations, comments and opinions and providing guidance on the interpretation of principles to enable re-alignment of functions and responsibilities in order to ensure that the activities and objectives of the Municipality are conducted and concluded in a credible manner.

Duties: Co-ordinates and supervises processes and procedures associated with the performance of multiple audit engagements in consultation with the Manager: Internal Audit • Ensure that projects are afforded the necessary priority according to the risk and control assessment in conformance with Institute of Internal Audit Standards • Supervises the professional and operational outcomes associated with Audit Project Management and compliance with the Internal Audit methodology • Performs fieldwork and completes working papers in a competent and professional manner and according to the approved Audit Program steps • Ensure that audit results are properly communicated contributing to the achievement of the Municipality's objectives in a cost effective and efficient manner in accordance with the Institute of Internal Audit Standards • Maintains sound relations, demonstrates sound business values to stakeholders and monitors allocated programs and activities • Attends to the administrative recording, reporting and recordkeeping requirements/procedures • Ensures that all general supervisory functions are executed in the Internal Audit activity • Directs and controls the Key Performance Indicators and outcomes of subordinate personnel.

Minimum Requirements: A relevant 3-year qualification with preference in auditing or internal audit as a major and registered with a recognized profession; and Computer literacy: MS Office; and 5 - 8 years' relevant experience required which includes 2 years of supervisory experience.

Inherent Requirement: Code B Drivers' license, Computer literacy (Auditing Applications). Proficiency in at least 2 of the official languages of the Western Cape. Good management, human relations and interpersonal skills. Effective communication (verbal and written) skills. Good influence and persuasion skills. Good analytical and critical thinking skills. Ability to give attention to detail. High level of responsibility. Ability to work under pressure. Must maintain confidentiality. Ability to handle conflict, Be able to work independently

Preferred Requirement: B Degree in Auditing/Accounting/Financial Management or equivalent qualification (NQF level 7), Eligible to enrol as a Member of the Institute of Internal Auditors (IIA),

Professional Internal Auditor certification (PIA). (NQF 8), Registered and studying towards a relevant professional certification (CIA, CISA, CA). Completed articles or internship. Compliance with the relevant Municipal Minimum Competency Levels for Financial Officials as prescribed should be obtained within 18 months of appointment.

Competencies: (For detail description of competencies, read competency level 3 on page 392-405 of Competency Framework on our website / on this link: <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>)

Core Professional Competencies: Written Communication, Oral Communication, Research and Analysis, Advocacy / Negotiation, Ethics & Professionalism, Organizational Awareness.

Functional Competencies: Internal Auditing, Engagement Management, Information Management.

Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Customer Orientation and Customer Focus.

Personal Competencies: Action and Outcome Orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation.

Management / Leadership Competencies: Impact and Influence, Team Orientation, Coaching and Mentoring, Strategic Capability / Leadership or Direction Setting.

PLEASE NOTE: Please read the below conditions carefully, only those who comply with the conditions will be considered.

1. **Candidates who previously applied to the post are encouraged to re-apply.**
2. No late applications will be considered.
3. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
4. **Only online applications will be accepted via the link: <https://bvmjobs.mcidirecthire.com>**
5. **When applying via the link above please ensure that you fill in all required fields.**
6. **Also attach an updated CV (Including details of at least three (3) contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
7. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement subject to probation per the Local Government: Municipal Staff Regulations.
8. **For enquiries contact the Human Resources Office at 023 348 4961 or by email address quoting the reference at jobs@bvm.gov.za**
9. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
10. Fraudulent qualifications documentation will immediately disqualify any applicant.
11. If you have not heard from us within sixty (60) days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **03 May 2024 at 13:00.**

The Municipality reserves its right not to make an appointment.