



(INTERNAL & EXTERNAL ADVERTISEMENT)

**DIRECTORATE: MUNICIPAL MANAGER
DIVISION: INTERNAL AUDIT
LOCATION: WORCESTER**

**INTERNAL AUDITOR
(PERMANENT)**

**SALARY: R 319 894.10 – R 415 242.24 per annum [T11]
TOTAL COST TO COUNCIL: R 468 705 – R 591 630 per annum
(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)
REF: MM/IA01/0723**

Job Purpose: Responsible and accountable to provide assurance services and consulting activities and formally reporting on audit engagements through co-ordination of audit procedures and processes and monitoring compliance to determine the extent of variation or non-conformance to statutory requirements, policies and procedures, preparing and presenting reports, comments and opinions on the achievement of functional objectives and providing guidance on the interpretation of principles to enable re-alignment of functions and responsibilities and providing independent assurance on the adequacy and effectiveness of the internal control, risk management and governance processes in order to ensure that the activities of Municipality are conducted and concluded in a credible manner and audits performed comply with International Standards for Professional Practice of Internal Auditing and other laid down standards.

Duties: Plans, Controls, Organizes and Performs audit engagements to provide assurance services and assists in implementing Internal Audit Activity Policies • Performing audits competently and professionally, identifying systems and processes, evaluates risks and controls, compares and verifies sufficient information to achieve the engagement objectives and to give an audit opinion, inclusive of documenting system descriptions, controls and risks, and provides sufficient audit evidence for all recommendations in terms of Institute of Internal Audit Standards • Communicating audit results to audit client • Monitoring implementation of corrective actions taken by Directorates on reported deficiencies • Providing inputs with the compilation of the 3-year Strategic Internal Audit Plan & Annual Risk Based Internal Audit Plan • Evaluating the adequacy and effectiveness of internal control processes (policies, procedures, etc.), risk management processes and governance processes, to identify with deviations from guidelines and procedures • Stay abreast and develops in the professional and technical know-how in line with the International Competency framework for Internal Auditing of the Institute of Internal Auditors requirements and understanding of new audit applications, procedures and sequences • Disseminates guidance and information on specific key performance areas and requirements associated with the Audit Plan/ program and procedures • Attends to the administrative recording, reporting and recordkeeping requirements/procedures • Preparing audit reports and summaries detailing functional progress, corrective actions taken on reported deficiencies and/or outcomes for consideration and inclusion in specific Council/Committee agendas • Reporting on the outcome of follow-up audits and status of recommendations implemented.

Minimum Requirements: A relevant 3-years qualification with preference in auditing or internal audit as

a major and registered with a recognised profession; and Computer literacy: MS Office. 2 - 5 years' relevant experience required.

Other Requirements: Code B Drivers' license. Computer literacy (Auditing Applications). Proficiency in at least two (2) of the three (3) official languages of the Western Cape. Good management, human relations, interpersonal and communication skills. Ability to give attention to detail. High level of responsibility. Ability to work under pressure. Good analytical skills. Must maintain confidentiality. Ability to handle conflict. Be able to work independently.

Competencies: (For a detailed description of competencies, read competency level 2 from page 392 - 405 of the 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 and Professionalism, Organisational 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. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Only online applications will be accepted via the link:** <https://bvmjobs.mcidirecthire.com>
4. **When applying via the link above please ensure that you fill in all required fields.**
5. **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.**
6. 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.
7. **For enquiries contact the Human Resources Office at 023 348 4961 or by email address:** ssatarein@bvm.gov.za / mntukulo@bvm.gov.za / [mbiza@bvm.gov.za](mailto:mmbiza@bvm.gov.za)
8. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
9. Fraudulent qualifications documentation will immediately disqualify any applicant.
10. 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 **11 August 2023 at 13:00.**

The Municipality reserves its right not to make an appointment.