



EXTERNAL ADVERTISEMENT RE ADVERTISEMENT

The Mkhambathini Municipality hereby invites suitable qualified applicants to apply for the following position:

DEPARTMENT: OFFICE OF THE MM

MANAGER INTERNAL AUDITING -PERMANENT POSITION

REMUNERATION: (Min R445 725.12 - Max R578 590.08) Per annum (Task Grade 14 Plus benefits (Per annum +18% for Pension, Medical Aid and cell phone allowance & Housing Subsidy subject to council policy)

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- Grade 12 or National senior certificate
- An appropriate Bachelor's degree qualification/A relevant 3-year qualification with preference in Auditing or Internal Audit as a major.
- 3-4 years' relevant experience required which includes 2 years of supervisory experience.
- Member of an applicable professional body, institute of internal Auditors
- Code B, driver's license

KNOWLEDGE SKILLS AND COMPETENCY

- Knowledge of the institute of internal auditing standards, MFMA and other relevant Acts.
- Understanding of municipality's policies and Internal Audit policies and the Code of Ethics and Conduct, procedures and IA methodology.
- Ability to break an audit problem into component parts, identify key issues, locate authority in the form of statute / policy and compile audit reports to support a position.

- The ability to identify and deal with ethical issues and conflicts of interest.
- The ability to communicate complex information in understandable documents for specific audiences.
- Ability to evaluate the effectiveness of risk management, governance and internal control processes.
- Knowledge of the municipality's functional directorates and understanding of strategic integration across these; and in-depth knowledge of the municipality's challenges in delivering municipal services.

KEY PERFORMANCE AREAS

- Participating in various meetings (Management, Governance, Audit Committee, external and internal forums, and Audit steering committees) and provide comments opinion.
- Providing advice to municipal manager and heads of internal departments on the re-alignment of specific processes, roles, and responsibilities to maintain compliance with statutory legislation.
- Compile internal audit charter and audit approach and complying with internal auditing standards, share information and co-ordinate activities with other internal and external providers of relevant assurance and consulting services to ensure proper coverage to minimize duplication of audit effort.
- Ensure transparency, public accountability, and access to information, administrative justice and responsiveness to complaints.
- Monitors the management of risks across multiple projects by examining total resource requirements and assessing impact of projects on the day-to-day operations.
- Oversee the strategic planning of the Municipality that will ensure poverty alleviation and sustainable growth and development.

DEPARTMENT: OFFICE OF THE MM

INTERNAL AUDIT OFFICER -PERMANENT POSITION

REMUNERATION: R297 858.12 Per annum (Task Grade 11 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12 or National senior certificate
- A relevant 3-year qualification with preference in Auditing or Internal Audit
- 2 years' experience related to auditing.
 - Member of an applicable professional body, institute of internal Auditors
- Code B, driver's license.

KNOWLEDGE SKILLS AND COMPETENCY

- Knowledge of the institute of internal auditing standards, MFMA and other relevant Acts.
- Understanding of municipality's policies and Internal Audit policies and the Code of Ethics and Conduct, procedures and IA methodology.
- Ability to evaluate the effectiveness of risk management, governance and internal control processes.
- Computer literacy
- Ability to communicate at different levels.
- Ability to work under pressure audit planning.

KEY PERFORMANCE AREAS

- Collating information from reports and documentation for audit assignments through retrieval/filing of audit related documentation.
- Receiving instructions/details from the Manager: Internal Audit and formulating a conclusion in respect of conducting preliminary investigations, including identifying activities within the Auditee's environment, internal control and accounting/financial system analysis

- Preparing quarterly reports, compiling Audit Committee Agenda and submitting to the Manager: Internal Audit for review.
- Monitoring compliance with administrative and reporting requirements and activities specific sequences/provide direction to personnel on resolution of referred problems.
- Advising and consulting with the Directorate's Officials independently or in conjunction with the Manager.
- Determining critical risk areas and audit criteria from the preliminary survey and the level of tests to be performed prior to preparing an audit programme.

INTERNAL AUDIT INTERNSHIP

24 MONTHS CONTRACT

REMUNERATION: R100 000 pa all inclusive

MINIMUM REQUIREMENTS:

- An appropriate Bachelor's degree qualification/A relevant 3-year qualification with preference in Auditing or Internal Audit as a major.
- The intern will sign an employment contract and an internship agreement. The purpose of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures of the municipality.
- The candidate must be between the ages of 21 and 35.
- The successful candidate (s) will be given every opportunity to learn from allocated mentors, supervisors. Successful candidates will not be allowed to enroll in other private programmes except for those identified for their training and development within the municipality until completion of the internship programme.

INTERNSHIP OVERVIEW:

- The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms.
- The programme has a logical training sequence that builds on the skills and competencies acquired during Tertiary training.
- It ends with a qualification in Municipal Finance Management in line with the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007.

PUBLIC EMPLOYMENT OFFICER -PERMANENT POSITION

REMUNERATION: R297 858.12 Per annum (Task Grade 11 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12 or National senior certificate
- A recognised three-year National Diploma, or equivalent qualification in a related field.
- Preference will be given to candidates with 2-3 years of experience in relevant field.
- Code B, driver's license.

KNOWLEDGE SKILLS AND COMPETENCY

- A recognised three-year bachelor's degree/National Diploma, or equivalent qualification in a related field.
- Basic knowledge and understanding of Expanded Public Works Programme (EPWP) and reporting protocols.
- Basic Understanding of EPWP and its relationship with national, provincial and municipal government.
- Basic organisational and coordination skills.

- Basic stakeholder management, facilitation, and a good understanding of government planning processes.
- Good interpersonal and communication skills (written & verbal).
- Ability to work under pressure.

KEY PERFORMANCE AREAS

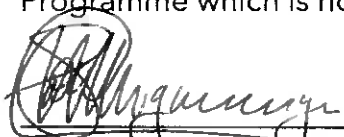
- Provide technical input on projects selection and planning to ensure that projects are labour-intensive compliant and that EPWP principles are adhered to.
- Provide technical input of the designing of contracts and monitoring of projects/programmes implemented under the EPWP.
- Managing the implementation of the EPWP by ensuring the attainment of set targets by the National Department of Public Works on the creation of work opportunities in terms of the Protocol Agreement.
- Ensuring that projects capacity building and training requirements are in line with National Governments guidelines and the Code of Good Practice for Special Public Works Programme.
- Development and implementation of the municipal EPWP policy strategy document, monitoring and review
- Overall EPWP contract administration, coordination of the administration of Service Level Agreements (SLAs) and Protocol Agreements PA).
- Oversee to the EPWP project Audit function as required by the National Department of Works.

Application form, together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

Closing date 28 November 2023 Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Ms. P.N. Ndlovu. Manager: Human Resources at 0317859345.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.



MR. S. MNGWENGWE
MUNICIPAL MANAGER