

OFFICE OF THE MUNICIPAL MANAGER
MANAGER INTERNAL AUDIT- TASK GRADE T16



External Advert

Amajuba District Municipality

Amajuba District Municipality is an equal opportunity, affirmative action Employer and also encourages applications from disabled persons.

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Minimum Requirements

Matric and B. Com Degree in Auditing or NQF 7 equivalent qualification
Registered with the Public Accountancy and Auditing Board as a Registered Accountant and Auditor.

Four (4) years relevant experience

Summary of duties but not limited to

Manages the Internal Audit functionality, co-ordinating specific processes to support the formulation of the Audit Plan and Program, monitoring compliance and conducting investigations to determine the extent of variation or non-conformance to statutory requirements, policies and procedures.

- Interpreting legislative requirements and discussing with the immediate Superior/ Audit Committee, the structure of the plan and program.
- Researching key compliance aspects related to controls, risk, accounting procedures and practices, performance management and loss control for inclusion into the plan and program.
- Analysing Financial Statements and commenting to the immediate superior on the credibility of the report with respect to the financial position of the Municipality and compliance with applicable Acts.
- Perusing through contractual agreements and assesses compliance with laid down financial and procurement policies.
- Analysing accounting recordings and reconciliation sequences related to revenue and expenditure transactional activities against policy and procedures.
- Evaluating the adequacy and capability of internal controls to identify with deviations from guidelines and procedures.
- Assessing the validity of performance and costing systems and checking accuracy in specific applications (project costing, etc).
- Preparing comments and opinions on observations of specific processes, procedures, controls and systems.
- Manages the implementation of Audit investigative processes to determine irregularities or non-compliance.

Remuneration: R 47 968,48 per month

Applications consisting of a comprehensive CV, covering letter together with certified copies of matric certificate, tertiary qualifications, Drivers Licence and ID must reach HR Section no later than **12h00 on 26 May 2023**. Enquiries may be directed to HR Section: 034-3297200 during office hours. Facsimile, email or late applications will **not** be accepted. Only short-listed applicants will be contacted and subjected to the vetting process. If you are not contacted three months after the closing date, your application would have been unsuccessful. Applications **MUST** be addressed to The Acting Municipal Manager on:

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Physical Address:
Amajuba District Municipality
B9356 Amajuba Building
Section1
Madadeni, 2952

Postal Address:
Amajuba District Municipality
Private Bag X6615
Newcastle
2940

PM MANQELE
ACTING MUNICIPAL MANAGER