Crn: Kuhn &Prinsloo Street

VREDE, 9835

Private Bag x 5

VREDE, 9835

PHUMELELA
LOCAL MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

Phumelela Local Municipality is an equal opportunity employer and subscribes to the principles of the Employment Equity Act, and need to appoint suitably qualified and experienced people in the under mentioned positions. People with the skills and expertise to discharge the duties of the under mentioned positions are invited to apply.

REMUNERATION

Position	: Internal Auditor
Type	: Permanent
Remuneration	: R 306 909 per annum plus benefits

ESSENTIAL REQUIREMENTS

- N Diploma Internal Auditing, Auditing, Accounting and Risk Management, B.Com Degree in Internal Auditing will be an added advantage
- Registration with a professional body, i.e. membership with IIASA, IRMSA; etc. will be an added advantage.
- Municipal Finance Management Program (MFMP) will also be and added advantage.
- A Valid Driver's license;
- High level Computer Literacy – Office applications with Advanced Excel;
- Ability to provide credibility to financial affairs of the municipality and to ascertain compliance with relevant legislative prescripts and standards;
- Must have experience in conducting audits in its entirety (cradle to grave) with minimal supervision;
- Detailed knowledge and understanding of Internal Control, Risk Management and Corporate Governance, Municipal Finance Management Act and Treasury Regulations, COSO Inter Control model.
- Good investigative, research, analysis techniques. Assertiveness in dealing with audit report findings; and
- Good communication and presentation skills.
- Must have at-least 2 years experience in the Internal Auditing space, preferably in Local government space

RESPONSIBILITIES

- Identify strategic, operational and compliance risks and auditing for the Municipality;

- Conducting follow up audit reviews for Internal Audit as well as Auditor General findings. This includes preparing audit test schedules and performing detailed testing to determine if findings have been addressed;
- Receiving instructions/ details from the Manager: Risk & 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, inherent and control risks associated with the audit, and formulating a conclusion in respect of the preliminary investigations;
- Determining critical risk areas and audit criteria from the preliminary survey and the level of tests to be performed prior to preparing an audit program/ plan;
- Reviewing financial statements to provide credibility to the financial affairs of the Municipality through analyzing financial statements to ascertain compliance with relevant legislative prescripts and standards encompassed in the Municipal Finance Management Act (MFMA);
- Observing and detecting findings through audit tests performed and/ or reviewing the findings observed by the audit team and determining or assisting in listing the root causes of and reason/s for problems/ errors/ deficiencies and reporting the resulting impact on the Internal Audit Unit's activities;
- Executing fieldwork; drafting and completing audit working papers; discussing audit findings with the auditee/client, and clearing audit review notes promptly;
- Preparing the draft audit reports which include, major findings, causes, impact, and recommendations, and communicating the findings and recommendations of the draft audit report with the auditee to reach consensus and clarity;
- Advising and consulting with the Department's Officials independently or in conjunction with the Manager at various functional levels to guide them on specific aspects of controls and/ or the audits being conducted in their areas of responsibility;
- Undertaking special investigations as may be determined by Council, conducting the necessary investigations, and providing Council with a report and expressing an opinion on the matter investigated;
- Conducting preliminary investigations to confirm that a violation has occurred;
- Conducting interviews with potential witnesses/ involved parties to obtain relevant documents and testimony from involved parties;
- Compiling preliminary investigation reports with conclusions based on facts, attaching relevant collated annexures, and submitting to the Head: Internal Audit for perusal and/ or decision to conduct further investigations.

Please note:

- Interested applicants meeting the requirements are requested to submit, their applications using the official application form for employment obtained from our website www.phumelela.gov.za with a comprehensive CV, together with originally certified copies of qualification and identity document not older than ***6 months*** to The **Municipal Manager**, **Cnr. Kuhn & Prinsloo**, **Private Bag X 5, Vrede, 9835** or hand delivered at **Phumelela Local Municipality administrative building, Corner Kuhn & Prinsloo, Vrede, 9835**

- Faxed, email and late applications will not be considered
- Correspondence will only be entered into with shortlisted candidates.
- Applicants who have not been contacted in **60 days** of the closing of the post should consider their applications unsuccessful.
- Phumelela local municipality reserves a right not to appoint
- The submission of an application gives Phumelela local municipality a right to make enquiries necessary to obtain information regarding the applicant's background. Such enquiry will include current and previous employers, criminal record as well as academic institutions. Should you be in a position of foreign qualifications, it must be accompanied by an evaluated certificate from South African Qualification Authority (SAQA)
- Canvasing councilors or officials for the appointment is strictly prohibited and will automatically disqualify the applicant
- People from previously disadvantaged groups and people with disability are encouraged to apply
- For further enquiries please contact the Human Resource Manager, **Mr. T Tshabalala on 058 913 8300**

Closing date for application: 21 August 2026

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Mrs. GPN Mhlongo-Ntshangase
MUNICIPAL MANAGER