



**ELIAS  
MOTSOALEDI**  
Local Municipality

## VACANCIES

Elias Motsoaledi Local Municipality with its seat in Groblersdal Limpopo Province is committed to the achievement and maintenance and equity in employment, especially in respect of race, gender and disability. Suitable candidates are invited to apply for the posts as indicated below.

**1X CHIEF INTERNAL AUDITOR  
DIRECTORATE: MUNICIPAL MANAGER  
5 YEARS FIXED-TERM PERFORMANCE-BASED CONTRACT**

**QUALIFICATIONS REQUIRED FOR THE ROLE (MINIMUM/ PREFERRED)** • B. degree or B Tech Internal Auditing or Postgraduate diploma • Certified Internal Auditor (CIA) will be an advantage • Completed articles contract with an audit firm. • Registered member of an applicable professional body e.g. Institute of Internal Auditors. • A minimum of Five years experience in internal auditing. • Sound knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations and Generally Accepted Accounting Practice (GRAP). • Good understanding of the Institution of Internal Auditors International Standards for the Professional Practice of Internal Auditing. • Sound understanding of computer packages (MS Word, Excel, and Power point). • Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme.

### KEY PERFORMANCE AREAS:

**PLANNING:** • Establish risk based audit plans • Three year rolling strategic plans • Prepare staff plans to perform the audit work. • Prepare staff training and development plans • Supervise the work of the Internal Auditor, review the planning and execution of internal audits in accordance with the Internal Audit Strategic and Operational Plan and in compliance with the Standards for Professional Practice of Internal Auditing. • Identify and report on control deficiencies related to compliance with operational policies and procedures and compile performance audit reports. • Evaluate auditee's response and perform follow-up audits • Perform ad hoc assignments/investigations as and when requested by Management, take part in preliminary and closing meetings with the auditee. • Ensure that administrative and secretariat services are rendered to the Audit Committee as follows: • Meetings are scheduled quarterly • Special meetings are arranged • Agendas and minutes are prepared and sent out in time. • Minutes are taken at meetings • Resolutions taken at meetings are distributed to the relevant and responsible managers on behalf of the committee. • Members claims are processed and paid out in time and travelling arrangements are made properly. • Coordinate and evaluate management responses to Auditor-General's queries during year end audit. • Keep the Audit Committee informed of emerging trends and successful practices in internal auditing. • Promote and market the internal audit function to create awareness of the auditing services provided so that management knows which areas they can obtain advice, assistance and independent opinion from audit. • Continuously monitor and evaluate the implementation of the Municipality's Risk Management Strategy and Fraud Prevention Strategy.

### BUSINESS SKILLS

• Analytical and critical thinking • Strategic ability and judgment • Business acumen • Outcomes focus • Excellent interpersonal influence • Proactive • Planning and organizing skills

**Closing date: 08 May 2013**

**PLEASE NOTE:** Each applicant must submit the following: • A signed applicant letter • Comprehensive CV • Certified copies of qualifications • Certified copy of Identity document. **1)** Applicants who have not received any response within 30 days of the closing date should regard their applications as unsuccessful **2)** A candidate who canvasses any Council or official for preference will be disqualified immediately from the selection process or from appointment **3)** All shortlisted candidates shall be subjected to security vetting **4)** The Municipality reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Applications for the position should be forwarded to: **The Human Resource Manager, Mr L. M Mafiri, P.O. BOX 48, GROBLERSDAL, 0470.**

**NB: Faxed and e-mailed applications shall not be accepted.**

For further information please contact **The Human Resource Manager Mr L. M Mafiri**, during working hours at **Tel: (013) 262 3056/7/8/9** (During office hours).

**Mrs M.M Mtsweni  
Municipal Manager**