

# ELIAS MOTSOLEDI LOCAL MUNICIPALITY

P O BOX 48  
GROBLERSDAL  
0470  
Tel: 013-262 3056



Civic Centre  
2nd Grobler Avenue  
GROBLERSDAL,  
0470

*Elias Motsoaledi Local Municipality with its seat in Groblersdal Limpopo Province subscribes to principles of employment equity and thus committed to the achievement and maintenance of equity in employment, especially with respect to race, gender and disability wherefore suitably qualified candidates are hereby invited to apply for the vacancies hereunder.*

## INTERNAL / EXTERNAL ADVERTISEMENT

POSITION : INTERNAL AUDITOR X2  
DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER  
REMUNERATION : R286 185. 74pa (excluding employment benefit and allowances where applicable)  
DURATION : PERMANENT POST

**MINIMUM REQUIREMENTS:** National Diploma in Internal Audit/Accounting or equivalent. 2 years relevant experience. Member of an applicable professional body, Institute of Internal Auditors, knowledge of Municipal Finance Management Act (MFMA) and Treasury Regulations, understanding of the Institute of Internal Auditors International Standards for Professional Practice of Internal Auditing, Computer literacy, Good writing and interpersonal communication skills and have the ability to work under pressure and take initiatives.

**RESPONSIBILITIES:** Assessing and evaluating the adequacy and effectiveness of the controls, procedures and processes, Assist with the development of system description and audit program, performing of the audit fieldwork in terms of the audit program, drafting of audit reports, obtain preliminary management comments, verbally communicate findings to the Senior Management, delivering audit outputs including final reports within agreed timescales and in accordance with Internal Audit Standards, Evaluate Auditees response and perform follow- up audits, conduct ad-hoc assignments/ investigations as and when requested by Management, Take part in the preliminary and closing meetings with auditee, Provide administrative support to the Audit Committee and assist in ensuring that Internal Audit reports to the Audit Committee are prepared and available on time, Perform any other duties that may be required.

**PLEASE NOTE:** Applications for the posts must be submitted on an official application form obtainable from the Human Resources Offices / downloadable from [www.eliasmotsoaledi.gov.za/vacancies.htm](http://www.eliasmotsoaledi.gov.za/vacancies.htm). Accompanied by recently certified copies of qualifications, CV, ID Copy and Driver's License. The certified copies should not be older than 3 months. Late, faxed, e-mailed or applications not made on the official application form shall not be considered. Applicants who have not received any response within 30 days

of the closing date should regard their applications as unsuccessful. The submission of applications grant the Municipality the right to conduct qualification verification, screening and/or vetting. Furnishing of dishonest information or any misrepresentation shall result in a disqualification of a candidate(s) or may lead to termination of candidate's contract of employment, if appointed. A candidate who canvasses any councilor or official for preference shall be disqualified immediately from the selection process or from appointment. It is the responsibility of the applicants in possession of the foreign qualifications to submit the evaluated results by the South African Qualifications Authority. The Municipality reserves the right to appoint or not to appoint for these positions. The applications must be addressed to: **The Acting Municipal Manager, P.O BOX 48, Groblersdal, 0470 or hand delivered at 2<sup>nd</sup> Grobler Avenue, Groblersdal, 0470**, put in the marked Box for Vacancies. For further information or enquiries contact Mr Mafeefe Mafiri or Mr Moses Mahlangu of the Human Resources Management during working hours at Tel: (013) 262 3056/7/8/9. The **CLOSING DATE** for the above-mentioned positions shall be **25 February 2021** at 16:15 (with a grace of an additional three (3) days for posted applications).



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**M.M KGWALE**  
**MUNICIPAL MANAGER**