

**1X INTERNAL AUDITOR  
PERMANENT POST  
DIRECTORATE: MUNICIPAL MANAGER  
DIVISION: INTERNAL AUDIT  
REMUNERATION: T14 R341 280 pa excluding benefits**

**MINIMUM REQUIREMENTS:**

National Diploma/B Degree in Internal Auditing or relevant qualification with 2-3 years experience. Drivers licence. Registered member with institute of Internal Auditors knowledge \* Internal Audit Manual and Methodology \* Public Finance Management Act (PFMA) \* Treasury Regulations \* Public Service Regulations \* Public Services Act \* Project Management \* International Internal Audit Standards \* International Financial Reporting Standards \* International Accounting Standards \* Generally Recognized Accounting Practice \* Unemployment Insurance Act (UIA) \* Unemployment Insurance Contributions Act (UICA) \* Auditor General Processes and Procedures \* Basic Conditions of Employment Act (BCEA) \* Promotion of Access of Information Act (PAIA) \* Labour Relations Act (LRA) Skills \* Communication Skills \* Coordinating Skills \* Audit Techniques \* Risk Assessment Skills \* Negotiation skills \* Presentation skills \* Problem solving skills \* Planning and organizing skills \* Policy development and analysis \* Computer Literacy \* Report writing skills

**DUTIES**

\* Develop and provide inputs on audit coverage and three year rolling plan \* Execute audit engagement planning  
\* Review the effectiveness of controls on systems, assets and operations \* Verify the reliability and integrity of Financial information \* Provide internal administration support

**PLEASE NOTE:** Each applicant must submit the following:

- A signed application form obtainable from the municipal website and municipal offices
- Comprehensive CV
- Certified copies of qualifications and any relevant documents as per specific advertisement requirements
- Certified copy of Identity document
- **Any canvassing with a view of being appointed as well as the non-compliance with the above-mentioned qualifications and or requirements shall serve as a disqualification.**
- Applications must be submitted on the prescribed application form ANNEXURE C of the Local Government: Regulations and Appointment. (i.e. application form), obtainable from Elias Motsoaledi Local Municipality website or HR Office within the Municipality
- All shortlisted candidates shall be subjected to security vetting.
- The Municipality reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.