



# **MKHONDO**

## **LOCAL MUNICIPALITY**

### **EXTERNAL ADVERTISEMENT**

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging position of

#### **DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER**

#### **DEVISION: INTERNAL AUDIT**

#### **SENIOR INTERNAL AUDITOR**

**Ref: SIA/14/21**

#### **MINIMUM REQUIREMENTS**

- A Grade 12
- 3-Year's National Diploma / Degree in Internal Auditing or Equivalent relevant qualification
- A Valid Drives License
- Registration with the Institute of Internal Auditors South Africa
- 3-4 years' relevant experience in the field of the post

#### **OTHER REQUIREMENTS**

- Good Communication Skills (Written and Verbal)
- Good Planning and Organizing Skills
- Good Interpersonal Skills
- Good Numerical skills
- Good Supervision Skills
- Be Computer Literate
- Good Supervisory Skills

#### **RESPONSIBILITIES**

- Document a system description.
- Obtain all legislative documents, policies and delegations regarding the particular audit.
- Identify the activities and/or controls to be included (tested) in the audit program.
- Identify process and control weakness for inclusion in the audit report.
- Identify all key processes as well as the related system of internal controls.
- Execute the approved audit program in an effective efficient and professional manner.
- Assist with reviewing applicable legislation.
- Create programmes and checklist.
- Testing and checking compliance thereof.
- Identifying weaknesses and make recommendations.
- Assist in the examination and evaluation of the adequacy and effectiveness of the Municipality system of internal controls and the quality of performance in carrying out assigned responsibilities.
- Effectively planning and executing the Municipalities audit programme for all business cycle.
- Developing and maintaining productive working relationships with all levels of management.
- Assist in the review of the means of safeguarding assets and, as appropriate, verifies the existence of such assets.
- Assists in the preparation of working papers which record and summarize data on the assigned audit segment in accordance with professional standards.

**Remuneration:** Level 4 (R388 058) pa excluding benefits)

**CLOSING DATE & TIME 14 MAY 2021 @14h00**

**Enquiries:** Mr. Siyabonga Mbatha or Mr. Wandile Ngwenya 017 2850 200

**To apply:**

**Please forward your application on the form “Application for Employment” that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies (not older than three months) of all relevant qualifications, Identity Document and Valid Driver’s License with at least three contactable references to**

**Hand delivery**

**or**

**Post**

Senior Manager: Human Resources  
Civic Centre  
Corner Mark and De Wet Street  
Piet Retief  
2380

Senior Manager: Human Resources  
Mkhondo Local Municipality  
P.O. Box 23  
Piet Retief  
2380

Failing to sign the “Application for employment” form will constitute an automatic disqualification

**Note:** Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipal is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

**Mkhondo Local Municipality reserves the right not to make an appointment.**

**M Kunene**  
**Municipal Manager**