



MSINGA MUNICIPALITY
EXTERNAL ADVERTISEMENT: INTERNAL AUDIT OFFICER

Msinga local municipality (KZ 244) invites suitably qualified candidates to apply for the following position:

VACANT POST : INTERNAL AUDIT OFFICER
SALARY SCALE : R 307270.56 PER ANNUM : TASK GRADE 12

REQUIREMENTS FOR THE POST:

- Matric
- Computer Literacy.
- B Com, Auditing (NQF Level 6)
- 3- 5 Years in Auditing experience.

DUTIES AND RESPONSIBILITIES

- Interpreting legislative requirements and discussing with the immediate superior/ Audit Committee, the structure of the plan and program.
- Preparing comments, opinions and conclusions in respect of the investigation and findings
- Interacting and providing information and opinion on researched issues to the immediate superior/ Audit Committee, commenting specifically on the appropriateness of the Plan/ Program against internal processes.
- Adjusting the Plan/ Program based on approval recommendations/ submissions prior to implementation.
- Analyzing Financial Statements and commenting to the immediate superior on the credibility of the report with respect to the financial position of the Municipality and compliance with applicable Acts.
- Perusing through contractual agreements and assesses compliance with laid down financial and procurement policies.
- Receiving Audit Committee Reports and analyzing the scope and nature of the investigation.
- Formulating and checking the validity the methodology using sample units.
- Providing advice to heads of internal departments on the re-alignment of specific processes, roles and responsibilities to maintain compliance with statutory legislation.
- Preparing comments and opinions on observations of specific processes, procedures, controls and systems.
- Participating in various meetings (Audit Committee, council, internal and external forums) and provides comments/ opinions.

- Responding to queries/ questions, through the collection of factual information and / or presenting and elaborating on findings to substantiate outcomes.

Applications must be submitted on Msinga Municipality application form, obtainable from our Municipal Offices in Tugela Ferry and be handed in or posted to Private Bag x 530, Tugela Ferry, 3010, together with a comprehensive CV, Certified Copies of certificates and I.D Copy in a sealed envelope clearly marked **"APPLICATION: INTERNAL AUDIT OFFICER** not later than 12 noon on **20 OCTOBER 2020**. No late or faxed applications will be considered. For further information regarding the requirements for the application as well as the post content, please contact **HR MANAGER: Miss TFN NKALA** or **DIRECTOR CORPORATE SERVICES: MR M.V NTANZI** on 033 493 0761/2/3/4.

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful. The municipality is an equal opportunity and Affirmative action employer.



S.L. SOKHELA
MUNICIPAL MANAGER

2020/10/5
REFERENCE: 4/3/R