



CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 171 / 2021



The Cederberg Municipality, which includes the towns, Citrusdal, Clanwilliam, Graafwater, Lamberts Bay and Elands Bay, as well as a large rural area, invites applications from suitably qualified candidates to fill the following position within its establishment. The Cederberg Local Municipality is an equal opportunity, and Affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply.

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER
INTERNAL AUDITOR (x2)

Duties: To provide an independent appraisal of the adequacy and effectiveness of financial controls and direct, manage and guide personnel in the Internal Audit section • Coordinating specific processes to support the formulation of a rolling 3-year strategic audit plan • Appoint and maintain professional audit personnel with professional certifications • Develop an effective and professional relationship with the Audit Committee and provide a secretarial function to the Audit Committee • Monitoring compliance and conducting investigations to determine the extent of variation or non-conformance to statutory requirements, policies and procedures • Advise directors / managers on designing and implementing cost effective systems • Direct, lead, motivate and co-ordinate activities, procedures and personnel. • Keep abreast of developments, emerging trends and latest technologies in the profession. • Coordination and support of Audit Committee activities • Monitor applications, procedures and processes associated with specific statutory financial responsibilities and functions/activities of the municipality • Co-ordinate processes to perform special investigations to determine irregularities or non-compliance • Co-ordinate processes to perform special management investigations to design and implementing controls or control systems • Disseminates guidance and information on specific key performance areas and requirements associated with the audit program and procedures • The full scope of duties is contained in the job description.

Requirements: 3 year tertiary qualification in Auditing • Trained as an internal auditor by completing 3 year articles • Registration with the Institute of Internal Auditors as a Certified Internal Auditor (CIA) • Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed • Code B drivers licence • Managerial skills • Attention to detail • Good interpersonal and communication skills • Computer Literate in MS Word / Excel / PowerPoint / Outlook • Fluent in two of the three official languages of the Western Cape • Sound report writing skills • Must be able to handle stress due to resistance, hostility from auditees, especially with regard to special and forensic investigations • Must have adaptable qualities due to interaction with different situations and persons at all levels • Professional ability and qualities of good character • 4 year's relevant experience

Remuneration: T12 (R 333 491.04 – R 432 881.28) per annum plus normal municipal benefits & vehicle allowance.

CLOSING DATE: 19 November 2021, at 12H00

ENQUIRIES: Mr H Witbooi on tel. 027 482 8000

IMPORTANT:

Forward your application) in your own handwriting on the prescribed application form to: The Municipal Manager: Private Bag X2 Clanwilliam, 8135 Mark the Envelope clearly: Application for Vacancy • Application forms are available from the municipal offices and the municipal website: www.cederbergmunicipality.co.za and must be completed in the applicants own handwriting • Applications must be accompanied by a comprehensive CV with certified copies of qualifications (Not older than three months) and other relevant documents • No applications received via fax or email will be considered • Applications without the above will not be considered • The Cederberg Municipality reserves the right not to make an appointment • Candidates will be subjected to reference checks • Fraudulent qualifications



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or documentation will immediately disqualify an applicant • Direct or indirect canvassing with councillors or officials for preferential treatment will lead to immediate disqualification of the relevant applicant • Correspondence regarding the advertised position will be limited to shortlisted candidates • Do not send original documentation • No CV's or application documents will be returned to candidates for any reason. If you are not invited for an interview within 60 days, you may deem your application to be unsuccessful. Indicate clearly the vacancy you are applying for • should there be any errors or omissions on this advert; the relevant job description, grading and or municipal policies will supersede such error or omission • It is important that applicants must have a South African revenue services (SARS) registration number. Failure to provide a SARS number will disqualify your application.

NO CRIMINAL RECORD (IMPORTANT – VALID SAPS CLEARANCE CERTIFICATE OR PROOF OF APPLICATION OF CLEARANCE CERTIFICATE MUST ACCOMPANY APPLICATION – APPLICANTS MUST PROVIDE A VALID POLICE CLEARANCE CERTIFICATE NOT OLDER THAN 6 MONTHS ON THE DAY OF THE INTERVIEW – APPLICANTS WHO DOES NOT PROVIDE THE VALID CLEARANCE CERTIFICATE ON THE DAY OF THE INTERVIEW WILL AUTOMATICALLY BE DISQUALIFIED

THE COUNCIL STRONGLY SUPPORTS A FULLY VACCINATED WORKFORCE

A TITUS
ACTING MUNICIPAL MANAGER