

## OFFICE OF THE MUNICIPAL MANAGER

### MANAGER COMPLIANCE AUDIT

WC044MMIA4383

REF: MMIAT14 01/08/22

**SALARY SCALE: R476 112 – R618 072 per annum T14**

#### **REQUIREMENTS:**

- NQF 7 in Internal Auditing or appropriate tertiary qualification, preferably in Finance Auditing or Internal Auditing
- Studying towards Certified Internal Audit (CIA)
- Registered with a recognized profession
- Computer literacy (MS Word and Excel)
- Code B Driver's License
- Knowledge of King 4 (Governance) and COSO II
- Knowledge of Standards for Professional Practice of Internal Audit
- 8 years relevant experience with 2 years of supervisory exposure
- Proficiency in at least 2 of the official languages of the Western Cape

#### **COMPETENCIES:**

- Written communication, Oral communication, Research and analysis, Advocacy, Ethics and professionalism, Organizational awareness.
- Internal Auditing, Engagement Management, Information Management.
- Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.
- Action Orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation.
- Impact and Influence, Team Orientation, Coaching and Mentoring, Strategic Capability or Leadership

#### **KEY PERFORMANCE AREAS:**

- To ensure that audit areas and objectives are identified, analysed and developed through the appropriate Audit Plans.
- To ensure delivery of the approved Internal Audit Plan and is performed in compliance with the approved Internal Audit Methodology and Institute of Internal Audit Standards (IIA).
- To ensure delivery of the approved Internal Audit Plan is performed in compliance with the approved Internal Audit Methodology and Institute of Internal Audit Standards (IIA) and audit conclusions are well documented.
- To ensure that the audit team conducts audit engagements successfully from beginning to the end and ensure that audit engagements are executed with the appropriate care and diligence.
- To promote and sustain motivational and performance levels and accomplish set performance audit goals within the quality standards and outcomes required by legislation, Internal Audit Standards and the expectations of the Audit Committee and Management.
- To ensure quality of the audit process and delivery or completion of the audit projects is within the approved deadline.
- To ensure information, advice or opinions on relevant matters, communicated through the various mediums, is accurately interpreted through the provision of adequate and clear explanation of the facts.

#### **ENQUIRIES: MR JP ROSSOUW (044 801 9372)**

The George Municipality will consider all applications in terms of its Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, with the emphasis on appointing candidates from the designated/under – represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV, covering letter with a completed application form obtainable from the HR Office, Civic Centre, York Street, George. Please address your application to: The Manager Human Resources, PO Box 19, George, 6530 or via e-mail: [recruitment@george.gov.za](mailto:recruitment@george.gov.za)

Please note: Please attach certified copies of highest educational qualifications or relevant qualifications as per the job requirements. **State clearly on your application the reference number and post for which you are applying.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

**Late applications or applications sent via fax will not be accepted.**

If you are not invited for an interview within 3 months of the closing date, please accept that your application was unsuccessful.

**THE GEORGE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT**

**CLOSING DATE: 2 SEPTEMBER 2022**

**I-OFISI YOMPHATHI KAMASIPALA  
UMPHATHI WOKUTHOBELA UPHICOTHO ZINCWADI  
WC044MMIA4383**

**REF: MMIAT14 01/08/22**

**INQANABA LOMVUZU: R476 112 – R618 072 ngonyaka T14**

**IIMFUNeko:**

- I-NQF 7 kuphicotho zincwadi lwangaphakathi okanye isiqinisekiso esifanelekileyo, kukhethwa uPhicotho lwezeMali okanye uPhicotho lwaNgaphakathi
- Ukufundela uPhicotho lwaNgaphakathi oluQinisekisiweyo (CIA)
- Ukubhaliswa kumsebenzi owaziwayo
- Ulwazi lwekhompyutha (MS Word and Excel)
- Ukhawudi B wempepha-mvume lokuqhuba
- Ulwazi lwe King 4 (Ulawulo) kunye neCOSO II
- Ulwazi lweMigangatho yokuSebenza ngoBuchule kuPhicotho lwaNgaphakathi
- Iminyaka esi-8 yamava kwindawo yokusebenza efanayo neminyaka emi-2 yokuboniswa ngokongamela
- Ukukwazi ukunxibelelana ngeelwimi ezimbini ezisemthethweni zaseNtshona-Koloni

**UBUCHULE:**

- Unxibelelwano olubhaliweyo, unxibelelwano lomlomo, Uphando kunye noHlalutyo, Ukuthethelela, lindlela zokuziphatha kunye nobugcali, Ulwazi ngombutho.
- UPhicotho-zincwadi lwangaphakathi, Ulawulo lothethathethwano, ULawulo loLwazi.
- Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa nokuNikezelwa kweeNkonzo, ukuqhelaniswa nabathengi kunye nokugxila kubathengi
- Ukuqhelaniswa neNtshukumo, Ukomelela, Ukulungela inguqu, Izakhono zokuqonda, Ukuqhelaniswa nokufunda.
- Impembelelo nefuthe, Ukuziqhelanisa neQela, Uqeqesho nokuthantamisa, Isakhono sobuchule okanye ubuNkokheli

**IINDAWO ZOKUSEBENZA EZINGUNDOQO:**

- Ukuqinisekisa ukuba iindawo zophicotho-zincwadi neenjongo ziyachongwa, zihlalutywe ze ziphuhlise ngokweZicwangciso zoPhicotho-zincwadi ezifanelekileyo.
- Ukuqinisekisa ukunikezelwa kwesiCwangciso soPhicotho-zincwadi saNgaphakathi esamkelweyo kwaye lwenziwa ngokuthobela iNdlela evunyiweyo yoPhicotho-zincwadi lwaNgaphakathi kunye neZiko leMigangatho yoPhicotho-zincwadi lwaNgaphakathi (IIA).
- Ukuqinisekisa unikezelo lweSicwangciso soPhicotho-zincwadi saNgaphakathi esamkelweyo lwenziwa ngokuthobela iNdlela evunyiweyo yoPhicotho-zincwadi lwaNgaphakathi kunye neZiko leMigangatho yoPhicotho-zincwadi lwaNgaphakathi (IIA) kwaye izigqibo zophicotho-zincwadi zibhalwe kakuhle.
- Ukuqinisekisa ukuba iqela lophicotho-zincwadi liqhuba uthethwano lophicotho ngempumelelo ukususela ekuqaleni ukuya ekupheleni kunye nokuqinisekisa ukuba uthethathethwano lophicotho lwenziwa ngenkathalo nangenyameko efanelekileyo.
- Ukukhuthaza nokuzinzisa amanqanaba enkuthazo nawokwenziwa komsebenzi kunye nokufezekisa iinjongo zophicotho-zincwadi ezibekiweyo phakathi kwemigangatho yobulunga neziphumo ezifunwa ngummiselo, iMigangatho yoPhicotho-zincwadi lwaNgaphakathi kunye nokulindelwe yiKomiti yoPhicotho-zincwadi naBalawuli.
- Ukuqinisekisa umgangatho wenkqubo yophicotho-zincwadi nokunikezelwa okanye ukugqitywa kweeprojekthi zophicotho-zincwadi kuphakathi kwexesha elimisiweyo elivunyiweyo.
- Ukuqinisekisa ulwazi, icebiso okanye iimbono kwimiba efanelekileyo, ekuthethwe ngayo ngeendlela ezahlukeneyo, itolikwa ngokuchanekileyo ngokubonelela ngengcaciso eyaneleyo necacileyo yeenyaniso.

**IMIBUZO: MNU JP ROSSOUW (044 801 9372)**

uMasipala waseGeorge uya kuthathela ingqalelo zonke izicelo ngokweSicwangciso soLungelelwaniso kwiNgqesho esivumayo imfuneko ebalulekileyo yokwenza utshintsho kukwakheka ngokohlanga kwabasebenzi bakhe, kugxininiswa ekuqeshweni kwabagqatswa abavela kumaqela anyuliweyo/angamelwanga ngokwaneleyo. Ukurhwebeshela ingqesho kuya kukhokelela kuthintelo lwesicelo oluzenzekelayo.

Ukuba uyazanelisa iimfuneko, thumela i-CV, incwadi eehamba nesicelo kunye nefomu yesicelo egcwalisiweyo efumaneka kwi-Ofisi yakwaHR, Civic Centre, eYork Street, eGeorge. Nceda thumela isicelo sakho ku: The Manager Human Resources, P O Box 19, George, 6530 okanye nge-imeyili; [recruitment@george.gov.za](mailto:recruitment@george.gov.za)

Nceda qaphela: Nceda uqhoboshele iikopi eziqinisekisiweyo zeyona mfundo iphakamileyo okanye iziqinisekiso ezifanelekileyo ngokweemfuno zomsebenzi. Chaza ngokucacileyo kwisicelo sakho inombolo yereferensi kunye nesithuba owenza isicelo saso. Isicelo sakho siya kuba phantsi kokuqinisekiswa kweziqinisekiso zakho kunye nokuhlolwa kwerekhodi lamatyala nolwaphulo-mthetho

Izicelo ezifike emva kwexesha okanye izicelo ezithunyelwe ngefeksi aziyi kwamkelwa.

Ukuba awumenywanga kudliwano-ndlebe phakathi kweenyanga ezi-3 zomhla wokuvala, nceda wamkele ukuba isicelo sakho asiphumelelanga.

**UMASIPALA WASEGEORGE UGCINE ILUNGELO LOKUNGAQESHI  
UMHLA WOKUVALA: 2 EYOMSINTSI 2022**

**VACANCY  
VAKATURE**

