

**MANDENI LOCAL MUNICIPALITY  
INTERNAL / EXTERNAL VACANCY**

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position

**DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER**  
**POSITION : CHIEF AUDIT EXECUTIVE**  
**TASK GRADE : T 17**  
**SALARY NOTCH : R 589 090.68 per annum**  
**SALARY SCALE : (R 589 090.68 pa – R 764 696.16 pa)**  
**CLOSING DATE : FRIDAY, 18 OCTOBER 2019 @ 12H00**  
**REF NO : PN 61/2019**

**MINIMUM REQUIREMENTS:**

- Bcom degree in Internal Auditing or equivalent qualification
- Registration with the Public Accountancy and Auditing Board as a registered Accountant and Auditor.
- 3 to 4 years relevant experience in internal auditing and risk management of which 2 years must be at supervisory level in local government
- Post graduate qualification will be an added advantage
- Valid driver's licence

**SKILLS AND COMPETENCIES**

- Strategic leadership and management
- Strategic financial management
- Good governance and ethics and values
- A high level of written and verbal communication skills
- A high level of emotional intelligence
- Proven ability to communicate and negotiate in all spheres and levels of government
- Ability to meet deadlines
- Attention to detail
- Ability to work under pressure
- Proven ability to provide strategic and innovative leadership
- Strategic thinking and analysis

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. BL Magwaza (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)  
Cllr. NF Ntuli | Cllr. LR Mdietshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe



## **RESPONSIBILITIES**

- Act as an independent advisory committee to the Council, Political Office Bearers, Accounting, Develop and Implement a risk-based audit plan,
- Provide administrative support to the audit and committee
- Provide assurance service to the Accounting Officer and management
- Ensure compliance with the relevant legislation and policies
- Ensure compliance with king IV Code
- Conduct performance audits in accordance with the performance management system
- Providing advice to heads of internal departments on the re-alignment of specific process
- Roles and responsibilities to maintain compliance with statutory legislation
- Perusing through contractual agreements and assesses compliance with laid down financial and procurement policies
- Managing the Internal Audit Unit
- Planning and reviewing the scope of internal audit with the rest of the internal audit staff
- Evaluating and monitoring management's responses to reported weaknesses in controls
- Reviewing financial reporting for its alignment with the financial reporting framework and accounting principles and policies
- Undertaking the entire performance and compliance report for the municipality
- Ensure compliance with the MFMA
- Conducting ad-hoc investigations at the behest of management
- Reviewing the safeguarding of assets
- Coordinating internal Audit Committee meetings
- Compiling regular reports on identified weaknesses in management or financial controls for management and the Internal audit Committee
- Undertaking strategic risk analysis within the municipality
- Managing the performance of staff in the Internal Audit section
- Developing and implementation of the Audit Plan
- Planning, organizing and controlling activities of the Internal Audit section to meet project objectives to ensure value added risk assurance services

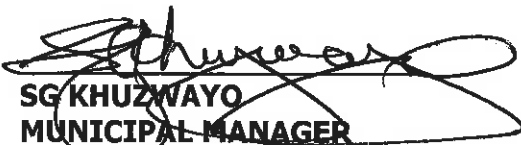
**BENEFITS:**

All standard Municipal Fringe benefits which inter-alia includes a Housing Subsidy, Medical Aid, Car allowance, Cell phone allowance and Pension fund would be applicable to the above post.

**DIRECTIONS TO CANDIDATES:**

Enquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); tel: (032) 456 8200. **Please forward your application form and full CV with certified copies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.** If you do not hear from us within 30 days of the closing date consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) or at any Municipal building.

**NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. Security vetting and background checks will be conducted.**

  
SG KHUZWAYO  
MUNICIPAL MANAGER

DATE: 02/10/2019