



# EMADLANGENI MUNICIPALITY

Emadlangeni Municipality as an equal opportunity, affirmative action employer with its legislative and executive seat in Utrecht invites suitably and qualified candidates to apply and fill the following vacant positions:

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

### **CHIEF INTERNAL AUDITOR**

**Salary: R350 000.00 per annum (5 Years Contract)**

#### **Essential Requirements:**

- B Comm Degree in Auditing or National Diploma in Accounting or equivalent qualification (NQF Level 6)
- 5 Years relevant experience in Auditing
- Completed Articles
- Drivers Licence

#### **Preferred Requirements:**

- Registered with the public accountancy and auditing board as a registered accountant and/or auditor.

#### **Duties:**

Reporting directly to the Municipal Manager, the successful candidate must perform, among other things, the following duties:

- Supervise the whole Internal Audit Unit
- Co-ordinate and controls processes and procedures associated with the formulation of the Municipality's risk based Audit Plan and Program
- Monitors applications, procedures, and processes associated with specific statutory financial responsibilities and functions/activities of the municipality
- Manage the implementation of the audit investigation processes to determine irregularities or non-compliance
- Preparing comments, opinions and conclusions in respect of the investigation and findings
- Disseminates guidance and information on specific key performance areas and requirements associated with the Audit Program
- Developing and implementing Internal Audit Plans
- Evaluates and provides reasonable assurance that risk management, control, and governance systems are functioning as intended and will enable the organisation's objectives and goals to be met

- Reports risk management issues and internal controls deficiencies identified directly to the audit committee and provides recommendations for improving the organisation's operations, in terms of both efficient and effective performance
- Evaluates information security and associated risk exposures
- Evaluates regulatory compliance program with consultation from legal counsel
- Evaluates the organisation's readiness in case of business interruption
- Maintains open communication with management and the audit committee
- Teams with other internal and external resources as appropriate
- Engages in continuous education and staff development
- Provides support to the company's anti-fraud programs

**Detailed Curriculum Vitae's accompanied by the covering letter and certified copies of qualifications can be forwarded to the Municipal Manager Emadlangeni Municipality 34 Voor Street Utrecht 2980 or P O Box 11 Utrecht 2980. For further information you may contact the Director: Corporate Services at 034-331 3041.**

- Canvassing for appointment will automatically disqualify an applicant
- If no reply to your application has been received within 30 days of the closing date, you should consider your application as being unsuccessful
- The Department: Corporate Services will not take responsibility for information not mentioned in applications submitted
- **NO** late applications will be accepted
- **NO** e-mails or faxes will be accepted
- The Department: Corporate Services will not be held be responsible for lost applications unless proof of submission can be supplied
- All applicants may be required to undergo proficiency test
- **NO** applications shall be considered without certified copies of the original documents of qualifications
- Emadlangeni Municipality adheres to the provisions as contained in the Employment Equity Act to ensure the representativity through the process of affirmative action
- Reference checks will be done
- Applicants will be subjected to a vetting process
- Foreign qualifications accredited by the South African Qualification Authority only will be considered
- **SHOULD** the candidate be successful in the interviews and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

**CLOSING DATE: 13 February 2015 at 12h00 p.m.**



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**GPN NTSHANGASE**  
**MUNICIPAL MANAGER**  
**26/01/2015**