

**VACANCY VAKATURE**

**OFFICE OF THE MUNICIPAL MANAGER**

**INTERNAL AUDITOR**

**WC044MMIA2352**

**REF: MMIA T11 01/08/22**

**SALARY SCALE:** **R318 144 – R412 992 per annum T11**

**REQUIREMENTS:**

* 3-year tertiary qualification, preferably in Auditing or Internal Audit as a major
* Registered with a recognized profession
* Computer literacy (Ms Word and Excel)
* Code B Driver’s License
* Governance and management principles
* Business processes
* Knowledge of King 4 (Governance) and COSO II
* Knowledge of IIA Standards, Code of Ethics and Standards for Professional Practice of Internal Auditing
* 2-5 years relevant experience
* 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 planning of the audit engagements is conducted in accordance with the approved Internal Audit Methodology and IIA Standards.
* To ensure the execution of the audit engagement is conducted in accordance with the approved IA Methodology and IIA Standards and the audit findings are professionally formulated and communicated.
* To ensure information, advice or opinions in audit finding are accurately communicated through the provision of adequate and clear explanation and facts and that client relations are maintained.
* To ensure that the audit engagements are prepared within the agreed deadlines and reflects on activities completed, identifying what worked well and what did not and how to improve on own performance.

**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: 10 SEPTEMBER 2022**



**VACANCY VAKATURE**

**I-OFISI YOMPHATHI KAMASIPALA**

**UMPHICOTHI - ZINCWADI WANGAPHAKATHI**

**WC044MMIA2352**

**REF: MMIA T11 01/08/22**

**INQANABA LOMVUZO: R318 144 – R412 992 ngonyaka T11**

**IIMFUNEKO:**

* Isiqinisekiso semfundo ephakamileyo seminyaka emi-3, ngokukhethekayo kuPhicotho- zincwadi okanye kuPhicotho- zincwadi lwangaphakathi njengesifundo esiphambili
* Ubhaliswe kumsebenzi owaziwayo
* Ulwazi lwekhompyutha (Ms Word and Excel)
* Iphepha-mvume lokuqhuba elinguKhowudi B
* Ulawulo kunye nemithetho-siseko yoLawulo
* Iinkqubo zoShishino
* Ulwazi lweKing 4 (Ulawulo) kunye neCOSO II
* Ulwazi lweMigangatho ye- IIA, Imithetho neMimiselo yeeNqobo eziseSikweni kunye neMigangatho yokuSebenza ngobuNgcali kuPhicotho -zincwadi lwangaphakathi
* 2-5 iminyaka yamava afanelekileyo
* Ubuchule beelwimi ezi-2 ubuncinane ezisemthethweni zaseNtshona- Koloni

**UBUCHULE:**

* Unxibelelwano olubhaliweyo, Unxibelelwano ngomlomo, Uphando kunye noHlalutyo, Ukuthethelela, Iindlela zokuziphatha kunye nobuNgcali, Ulwazi lombutho.
* Uphicotho-zincwadi lwangaPhakathi, Ulawulo lothethathethwano, Ulawulo loLwazi.
* Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa noNikezelo lweeNkonzo, Uqhelaniso lwabathengi, Uqhelaniso lwabathengi kunye nokugxila kubathengi.
* Ukuziqhelaniso neNtshukumo, Ukomelela, Ukulungela Inguqu, Isakhono sokuQonda, Uqhelaniso lokufunda.
* Impembelelo kunye nefuthe, Ukuziqhelanisa neQela, Ukuqeqesha nokuThantamisa, Isakhono sobuchule okanye Ubunkokeli

**IINDAWO ZOKUSEBENZA EZINGUNDOQO:**

* Ukuqinisekisa ukuba ucwangciso lothethathethwano lophicotho lwenziwa ngokuhambelana nendlela evunyiweyo yoPhicotho -zincwadi lwangaphakathi kunye neMigangatho ye- IIA.
* Ukuqinisekisa ukwenziwa kothethathethwano lophicotho- zincwadi luqhutywa ngokuhambelana neNdlela evunyiweyo ye-IA kunye neMigangatho ye-IIA kwaye iziphumo zophicotho- zincwadi ziqulunqwe ngobungcali kwaye kuyanxityelelwana ngazo.
* Ukuqinisekisa ukuba ulwazi, ingcebiso okanye uluvo kwiziphumo zophicotho -zincwadi kunxityelelwana ngalo ngokuchanekileyo ngokubonelela ngengcaciso eyaneleyo necacileyo kunye neenyaniso kunye nokuba ubudlelwane phakathi kwabaxumi bugciniwe.
* Ukuqinisekisa ukuba uthethethathethwano lophicotho- zincwadi lulungiselelwa phakathi kwexesha elibekiweyo ekuvunyelwene ngalo kwaye lubonakalisa imisebenzi egqityiweyo, ukwalatha okusebenze kakuhle noko kungasebenzanga kakuhle kunye nendlela yokuphucula ukusebenza kwakho.

**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: 10 SEPTEMBER 2022**