



Elundini Local Municipality

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20<sup>th</sup> October 2017

**ELUNDINI LOCAL MUNICIPALITY**  
**EXTERNAL ADVERTISEMENT**

The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

**OFFICE OF THE MUNICIPAL MANAGER**

- 1. Manager: Internal Auditor (Task Grade 17)**  
**Annual Basic Salary R 557 997.60– 724 334.40**

**MINIMUM REQUIREMENTS:** • Four-year B. Degree in Accounts and Internal Auditing. • Professional member of the IASA. • Code EB Drivers License. • Computer Literate- Office Applications. • 7 years relevant experience with 3 years supervisory experience.

**MAIN DUTIES: INTERNAL AUDIT MANAGEMENT FUNCTIONS – FORWARD PLANNING**

Identifies with the broad Internal Audit Services strategy and, defines implements and monitors short term plans/ objectives by: • Communicating with the supervisor on specific Key Performance Areas (communication, relationship management, strategic policy implications) with a view to aligning functions and objectives. • Analysing the adequacy of current audit approaches, assessing and evaluating the exposure and risk of the municipality, and submits reports supporting specific provision associated with internal Audit Services interventions. • Keeping abreast of legislative changes and National Government requirements with respect to access to audit information and formulating methodologies/ policies dictating procedural applications for consideration and approval as well as changes and update in internal audit standards. • Developing and implementing long term strategies, audit policies and plans, including Annual Audit Plan on risk evaluation.

**PERSONNEL AND PERFORMANCE MANAGEMENT** • Defining/ adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements. • Conducting appraisals to measure performance against agreed objectives, counselling and consulting with personnel on developmental goals, career paths and short-term targets and

If you are aware of any instances of fraud and/or corruption within the municipality, these matters may be reported, anonymously, to:

Freecall: 0800 117 844 • Freefax: 0800 007 788 • SMS: 32840 • Email: elundini@tip-offs.com

Freepost: Freepost KZN138, Umhlanga Rocks, 4320

standards. • Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the municipality. • **AUDIT & RISK MANAGEMENT** • Reviewing the accuracy, reliability and integrity of significant financial, managerial and operating information, and that significant legislative/ regulatory issues impacting on the organisation are recognized and recognized addressed appropriately. • Drafting/ reviewing policy issues pertaining to Audit Committee and Internal Audit Charters, fraud awareness and prevention, code of conduct, including corporate policies affecting risk management. • Performing final review of all audit files/ reports for quality and competencies

**INFORMATION MANAGEMENT AND RECORD KEEPING** • Establishing priorities and approving administrative changes to be affected with respect to the management of general audit and risk management support imperatives. • Providing secretarial services to Audit Committee by developing agendas and minutes. • Reviewing the compilation of risk assessment questionnaires and compiling annual audit report on risk assessment. • Making available documentation to substantiate reasoning for specific actions/ decisions to the Audit Committee/ Municipal Manager and/or Auditor General. **COMMUNICATION** • Disseminating information through publications and presentations outlining critical Audit and Risk Management interventions, scope and coverage. • Formulating and recommends guidelines to resolve audit issues and conducting presentations/ workshops for management, council and the public. • Participating in Audit Committee and Audit Steering Committee with a view to interacting and leading discussions on the implementation of Audit & Risk Management support strategies and constraints.

Interested candidates meeting the requirements as set out above are requested to forward their application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found.

**NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.**

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants.

**Faxed applications will not be accepted.**

Applications should be addressed to:

Director Corporate Services

Elundini Local Municipality

P.O. Box 1

Maclear

5480

**Tel. No: (045) 9328100**

**Closing Date: 14<sup>th</sup> November 2017**