



# BERGRIVIER MUNICIPALITY

Bergrivier Municipality ensures the wellbeing of all communities within the Bergrivier region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment. Women and persons with disabilities are encouraged to apply.

Bergrivier Municipality with its head office in Piketberg and approximately an hour's drive from Cape Town currently has the following vacancy and awaits applications from competent persons who comply with the minimum job requirements.

## VACANCY

**INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED**

### **INTERNAL AUDITOR (PIKETBERG)**

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

**Requirements:** B-Degree / Diploma in Internal Auditing or an equivalent NQF 6 Qualification · Five (5) years relevant auditing and managerial experience at least on middle management level · Valid code B Drivers Licence · Proficiency in at least two of the official languages of the Western Cape (Afrikaans/English/Xhosa-Read, Write and Speak) · Minimum competency levels as required by Municipal Financial Regulations, (or attainment of the minimum competencies within a period of 18 months from date of appointment) · Statutory requirements dictate that the incumbent in this post has knowledge of the auditing process, applications and principles to enable analysis, evaluation and reporting · High level of integrity and ability to handle confidential information · Good analytical skills · Good interpersonal relations skills · Tactful, assertive and responsible · Report writing skills · Basic knowledge of general business administration, Risk Management, Corporate Governance and Financial Management · Good administrative and organisational skills · A professional approach to duties, including commitment of time and effort · Ability to do independent research · Communication skills verbal and writing · Must be prepared to attend meetings after hours · Work overtime when necessary · Meet deadlines as required · Be prepared to assist with duties as assigned by the Municipal Manager.

#### **Key Performance Areas:**

Development of Policies and Procedures · Compilation of Strategic three (3) year plan · Audit Planning (Annual Planned Audits) · Resource Management · Budgeting · Induction · Planning of Internal Audit assignments · Monitor Compliance · Audit investigations · Control Audit Activities · Implementation of Recommendations · Performance Management · Consulting Services · Communication and Reporting · Personnel productivity and performance · Supervision and control · Coordination and reporting to Auditor-General, National Treasury and Provincial Treasury · Reporting to Performance and Audit Committee · Secretariat to the Performance and Audit Committee · Secretariat to the Municipal Public Accounts Committee (MPAC) · Secretariat to the Risk Committee · Risk Management Responsibilities.

<b>Salary:</b>	R 487 404. 00 per annum (T15 of a Category 3 Local Authority) plus Car Allowance
<b>Date of acceptance:</b>	01 February 2022 or as soon as possible
<b>Enquiries:</b>	Adv. H Linde at 022 913 6011 / 6012

#### **GENERAL:**

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality, including a housing allowance for home owners, subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.
3. The Municipality is not bound to make any appointment.
4. All appointments are subjected to Police clearings; which means that you give us permission to obtain Police clearance, by applying for a position at the Municipality.
5. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
7. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
8. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
9. Appointment in certain posts is subject to a security clearance and applicants will also undergo an interview and evaluation process and where necessary, write a trade test.
10. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provide to us is true, up to date and correct.
11. Preference will be given to internal and local candidates within the Bergrivier Municipal area.

A covering letter with at least two contactable references (managers, subordinates or peers), must accompany the completed prescribed application form (available on request at Tel. 022 9136000 or on the municipality's website [www.bergmun.org.za](http://www.bergmun.org.za)) with certified copies of the necessary qualification certificates, ID document, Drivers Licence and a Curriculum Vitae (Maximum of 3 pages), (only one post per application form) to reach the **Municipal Offices, Piketberg or mailed to P O Box 60, Piketberg 7320 for the attention of Ms W Terry Thomas (Human Resources Officer: Provisioning and Administration)** by no later than the closing date.

**NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

**CLOSING DATE: FRIDAY, 10 DECEMBER 2021 AT 15:00**

**ADV. H LINDE  
MUNICIPAL MANAGER  
MN 274/2021**

**13 CHURCH STREET  
PO BOX 60  
PIKETBERG  
7320**