



**Mbhashe**  
Local Municipality  
Willovale | Dutywa | Elliotdale

All correspondence must be directed to the  
office of the Municipal Manager.  
454 Streatfield Street, Dutywa  
Eastern Cape Province  
Tel: 047 489 5800  
Email: [info@mbhashemun.gov.za](mailto:info@mbhashemun.gov.za)  
[www.mbhashemun.gov.za](http://www.mbhashemun.gov.za)

REF. NO. 4/1/2/6

## EXTERNAL ADVERTISEMENT

Mbhashe Municipality is a Category B, a grade three Municipality comprising of Elliotdale, Willowvale and Dutywa and surrounding rural areas in terms of the Municipal Structure Act. It is situated in the North Eastern Cape, and is looking for suitably qualified, motivated and committed individuals to fill the following position.

### POST TITLE: SENIOR INTERNAL AUDITOR

Nature of Employment: PERMANENT

Task Grade: 12

Salary Scale: (R 368 723- R478 613)

### Basic Qualifications and Experience

A relevant 3 year qualification with preference in Internal Audit/ Auditing/ Financial Accounting majoring with Internal Auditing 3 and Financial Accounting 3; Active member with the institutes of Internal Auditors of South Africa (IIASA); Experience 3-5 relevant experience required which includes two years of supervisory experience ; The Certificate in Professional Internal Auditing (PIA) will be added advantage ; Must have computer skills preferable in Excel, report writing skills as well analytical and communication skills; Must have knowledge and interpretation of the Internal Audit Standards of South Africa; Ability to provide credibility to financial affairs of the municipality and to ascertain compliance with relevant legislative prescripts and standards; Ability to work under pressure and to meet tight deadlines. People and client Management experience ; Valid vehicle driving license code 8/EB

### Key Performance Areas:

- Receiving instructions/ details from the Manager:internal Audit and formulating a conclusion in respect of conducting preliminary investigations, including identifying activities within the Auditee's environment
- Assist in planning of the internal audit engagements and monitors the implementation of the municipality's risk based internal Audit Plan.
- Controls the execution of internal audit procedures and determine critical risk areas and audit criteria from the preliminary survey and the level of tests to be performed prior to preparing an audit program.

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ANNUAL 2024 ADVERTISEMENT

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- Monitoring fieldwork performance through supervision of the team members on coaching notes and on the job training; reviewing audit working papers; following up on audit findings; discussing audit finding with the auditee/ client and clearing audit review notes
- Executing fieldwork on reviews as may be determined by the Manager Internal Audit.
- Preparing the draft audit reports which include, major findings, causes, impact and recommendations, and communicating the findings and recommendations of the draft audit report verbally with the auditee to reach consensus and clarity.

#### **Fringe benefits:**

In addition to the above salary for the post the municipality will offer a 13<sup>th</sup> cheque and further contribute towards the employee's Provident/Pension Fund and Medical Aid in accordance with its policy.

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Applicants must attach application form obtainable from our website accompanied by recent Curriculum Vitae as well as originally certified copy of an identity Document, originally certified copy of education qualifications and originally certified copy of valid driver's license where applicable and a proof of residence not older than three months. (No copies of certified copies allowed, certification should not be more than six months old).

Please note that failure to submit all the requested documents and incomplete, late faxed and e-mailed application will result in the application not being considered. Fraudulent qualifications and CANVASSING of Councillors and Officials will disqualify an applicant with immediate effect. Council will not be responsible for original documents sent with application. Persons with disability are encouraged to apply

For the attention of: or hand delivery to

The Human Resources Office the Reception

P.O. Box 25, Idutywa 5000 454 Streatfield Street, Idutywa 5000

Enquiries should be directed to Ms. N. Mahlathi – Nkuhlu at 047 489 5800/ 5809

**IMPORTANT NOTICE TO APPLICANTS:** Mphashe Municipality Council is committed to the provisions of Employment Equity Act No 55 of 1998 for the advancement of previously disadvantaged and disabled persons. Should the candidates not be informed of the outcomes of their applications within 30 days after the closing date, they may regard themselves as having been unsuccessful.

Shortlisted candidates will be subjected to qualifications verification process, security vetting



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Date advertised: 05 March 2024

Closing Date: 14 March 2024 not later than 15H30

Should you be interested in the post, please visit Mbhashe Local Municipality website at  
[www.mbhashemun.gov.za](http://www.mbhashemun.gov.za).

Recommended by: 

N.Nkuhlu

Senior Manager: Corporate Services

Approved by: 

M.NAKO

MUNICIPAL MANAGER

Date: 09/03/24