

**Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following positions:**

**OFFICE OF THE MUNICIPAL MANAGER**

**MANAGER: INTERNAL AUDIT  
SALARY SCALE: R513 198.19 Per Annum (All Inclusive)**

**Minimum Requirements**

- Grade 12 Certificate and a 3 year degree/National Diploma in Commerce, with financial Accounting/ Auditing/ Internal Auditing as a major
- 3 years' experience in the auditing field.
- A valid Code 08 driver's licence
- Supervisory experience in the auditing field will be an added advantage
- Interpersonal relations and communication skills
- Lateral, innovative and analytical thinking ability
- Computer literacy
- Project management skills
- Report writing skills
- Research and business process re-engineering skills
- Decisiveness and assertiveness
- Effective problem solving skills
- High standards of honesty, objectivity, diligence and loyalty
- Financial management skills
- Presentation and facilitation skills
- Skill in the application and interpretation of legislation
- A good understanding of GAA/GRAP and IIA standards
- An adequate understanding of the MFMA, and Risk Management

**Key performance Areas:**

- Plan the audit scope, including designing audit plans and programmes
- Document all relevant systems
- Identify risk and controls and undertake process analysis
- Prepare the risk profile of clients
- Decide on audit samples
- Perform and supervise detailed testing
- Evaluate test results and design an effective control environment for all audits
- Prepare draft reports
- Ensure the effectiveness of the audit team
- Present to clients' Senior Management on risk analysis and audit assignments
- Manage, train and develop internal auditors

- Interpret the objectives of the unit and execute action plans
- Monitor and report on effective execution of those plans
- Provide advice and assurance services to the clients ( departments within the municipality)
- Monitor efficient and effective utilisation of resources and daily performance of audit assignments
- Control and report on expenditure on audit assignments
- Identify staff training and development requirements and conduct training
- Ensure sound relationships exist between auditors and client management

## **CORPORATE SERVICES DEPARTMENT**

### **ADMIN CLERK: PROPERTIES**

**SALARY SCALE: R87 310.20 – R113 334.00 Per Annum**

**Applicable benefits: Medical aid, pension, 13<sup>th</sup> cheque, homeowner's allowance**

#### **Minimum Requirements**

- Grade 12 Certificate
- Relevant tertiary qualification will be an added advantage
- At least 1-2 years relevant experience
- Computer literacy
- Excellent interpersonal and communication skills
- Valid driver's licence

#### **Key performance areas:**

- Manage maintenance and control of all municipal properties
- Conduct regular inspections and reports on the status of properties
- Be responsible for safe keeping and updating of all lease agreements
- Open and lock public amenities for booked functions
- Supervise overall cleanliness and upkeep of Municipal estates
- Perform administrative functions and support for the department

Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.

**A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, and IXOPO 3276 by not later 16h00 on Friday, 27 July 2016. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful.**

All enquiries should be directed to the HR Officer, Mrs LH Khumalo at (039) 834-7700

**Council reserves the right not to make any appointment/appointments into the abovementioned positions.**

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**GM SINEKE  
MUNICIPAL MANAGER**