

WEST COAST DISTRICT MUNICIPALITY

West Coast District Municipality strives towards rendering a dynamic and effective service to the community under its jurisdiction. As an Employment Equity employer, we currently offer this vacancy to appropriately qualified and experienced individuals.

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

DIVISION: INTERNAL AUDIT

INTERNAL AUDITOR (1 POST)

Requirements:

- 3 Year Degree / National Diploma in Internal Auditing
- Code B Drivers licence
- Good audit and communication skills
- Reporting and Organizing skills
- Computer literate (MS Word / Excel)
- Be able to work independently
- Must be able to communicate in two of the three official languages of the Western Cape
- Attention to Detail
- 2 - 3 years relevant experience

Duties : Conducting audits and special investigations under the general guidance and supervision of the supervisor. Monitoring compliance to determine the extent of variation or non-conformance to statutory requirements, policies and procedures. Advise managers on designing and implementing cost effective control systems or controls. Documentation of results, preparing recommendations and draft audit reports. Provide a secretarial support function to the Audit Committee.

Centre : Moorreesburg

Salary : R 246 971.00 – R 320 592.00 per annum (TASK grading 11)

Ref no : MM4

Closing Date : 01 March 2019 at 14h00

In addition to the salary mentioned for the permanent position and subject to certain conditions, the District Municipality offers competitive fringe benefits, such as housing subsidy, furniture removal, a 13th cheque, membership of retirement and medical aid funds.

The prescribed application forms are available during office hours from Ms PS Boer on 022-4338400 or on the website at www.westcoastdm.co.za/vacancies.html. Completed application forms, accompanied by comprehensive CVs and certified copies of formal qualifications / registrations and driver's licences, are to be forwarded to West Coast District Municipality, Human Resources: Recruitment and Selection, P.O. Box 242, Moorreesburg, 7310.

Please Note: Council reserves the right not to make an appointment. No late applications or applications via fax or e-mail will be accepted. CVs will not be returned to candidates. Canvassing will disqualify a candidate.

Should no feedback from this office be received within 60 days of the closing date, candidates may assume that their applications have been unsuccessful.

WESKUS DISTRIKSMUNISIPALITEIT

Weskus Distriksmunisipaliteit strewende na dinamiese en effektiewe dienslewering aan die gemeenskap van die Distriksmunisipaliteit. As 'n Gelyke Indiensneming-werkgewer, beskik ons tans oor die onderstaande vakature vir toepaslike gekwalifiseerde en ervare persone.

DEPARTEMENT: KANTOOR VAN DIE MUNISIPALE BESTUURDER

AFDELING: INTERNE OUDIT

INTERNE OUDITEUR (1 POS)

Vereistes:

- 3 Jaar Graad / Nasionale Diploma in Interne Oudit
- Kode B Bestuurslisensie
- Goeie audit- en kommunikasievaardighede
- Verslagdoening en Organisasoriese vaardighede
- Rekenaarvaardigheid (MS Word / Excel)
- Vermoë om onafhanklik te werk
- Vermoë om te kommunikeer in twee van die drie amptelike tale van die Wes-Kaap
- Aandag aan uitleg
- 2 - 3 jaar toepaslike toepaslike ondervinding

Pligte : Oudit en spesiale ondersoek onder die algemene leiding en toesig van die toesighouer. Monitoring van voldoening om die mate van variasie of nienakoming aan statutêre vereistes, beleide en prosedures te bepaal. Adviseer bestuurders oor die ontwerp en implementering van kostedoeltreffende beheerstelsels of kontrole. Dokumentering van resultate, voorbereiding van voorstelle en konsep-ouditverslae. Verskaf sekretariële bystand aan die Ouditkomitee.

Standplaas : Moorreesburg

Salaris : R 246 971.00 – R 320 592.00 per jaar (TASK gradering 11)

Ref no : MM 4

Sluitingsdatum : 01 Maart 2019 om 14h00

Benewens die salaris vermeld vir die permanente posisie en onderhewig aan sekere voorwaardes, bied die Distriksmunisipaliteit aan werknemers mededingende byvoordele, soos 'n behuisingssubsidie, meubelvervoer, 'n 13de tjeke, lidmaatskap aan 'n pensioen-/aftree- en mediese hulpfonds.

Voorgeskrewe aansoekvorms is gedurende kantoorure beskikbaar by Me PS Boer by 022-4338400 of op die webtuiste by www.westcoastdm.co.za/vacancies.html. Voltooides aansoekvorms, vergesel van diplomas / sertifikate / registrasies en rybewyse, moet gerig word aan Weskus Distriksmunisipaliteit, Menslike Hulpbronne: Werwing en Keuring, Posbus 242, Moorreesburg, 7310.

Let Wel: Die Raad behou die reg voor om geen aanstelling te maak nie. Geen laat aansoek of aansoek per faks of e-pos sal aanvaar word nie. CVs sal nie aan kandidate terugbesorg word nie. Gunswerwing sal kandidate diskwalifiseer.

Indien geen terugvoering binne 60 dae na die sluitingsdatum vanaf hierdie kantoor ontvang is nie, kan aanvaar word dat 'n aansoek onsuksesvol was.