



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 AUDITING

JUNIOR INTERNAL AUDITOR (2 POSTS)

| | |
|-----------------------------------|----------------------------------|
| Centres & Ref. No: | Moorreesburg (2) MM4a |
|-----------------------------------|----------------------------------|

- Qualifications** : A relevant 3-year qualification with preference in Auditing or Internal Audit as a major.
- Experience** : 0 - 2 years relevant experience required.
- Requirements** :
 - Code B Driver's License
 - Supervisory skills
 - Attention to detail
 - Good interpersonal and communication skills
 - Be able to work independently
 - Computer Literate (MS Word / Excel / Access / Outlook / PowerPoint)
 - Must be able to communicate in two of the three official languages of the Western Cape
 - Good accounting, writing, reporting, auditing and calculating skills
- Salary** : R 240 611.00 – R 312 309.00 (TASK Grading 9)

Probation Period : 3 Months **Closing Date:** Friday_12 July 2024 at 14h00

Job Purpose : Conducting audits and special investigations under the general guidance and supervision of the supervisor. Monitor 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 to the Audit Committee.

This Competencies level for this position is a level 1 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following Competencies.

| Core Professional Competencies | Functional Competencies | Public Service Orientation Competencies | Personal Competencies | Management / Leadership Competencies |
|---|--|---|---|---|
| <ul style="list-style-type: none"> ▪ Written Communication ▪ Oral Communication ▪ Research and Analysis ▪ Advocacy/ Negotiation ▪ Ethics and Professionalism ▪ Organisational Awareness | <ul style="list-style-type: none"> ▪ Internal Auditing ▪ Engagement Management ▪ Information Management | <ul style="list-style-type: none"> ▪ Interpersonal Relationships ▪ Communication ▪ Service Delivery Orientation ▪ Customer Orientation and Customer Focus | <ul style="list-style-type: none"> ▪ Action and Outcome Orientation ▪ Resilience ▪ Change Readiness ▪ Cognitive Ability ▪ Learning Orientation | <ul style="list-style-type: none"> ▪ Impact and Influence ▪ Team Orientation ▪ Coaching and Mentoring ▪ Strategic Capability/ Leadership or Direction Setting |

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 Completed application forms, accompanied by comprehensive CVs and certified copies of diplomas / certificates / registrations and driver's licenses, are to be submitted on the Website or hand delivered or by Courier to the West Coast District Municipality, Human Resources: Recruitment and Selection, 58 Lang Street, 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.