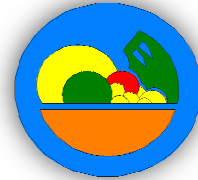




GREATER TZANEEN Municipality Re-advertisement



The following position is being re-advertised and applicants are invited to apply.

MUNICIPAL MANAGER'S OFFICE

1 X MANAGER – INTERNAL AUDIT
(Job Id Number: 1/2/0/001)

Salary: R471 569.07 per annum (Job level 03)

The job purpose of a Manager – Internal Audit is to plan and manage the Internal Audit activities within the municipality. To advise and assist management on the effectiveness of the Internal Control Systems for the municipality.

Key performance areas: The Manager must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ *Develop divisional vision and internal audit strategy to guide the audit division* ▲ *Management and administration of Internal Audit Division to ensure effectiveness of the Division* ▲ *Plan, coordinate and manage activities of the Internal Audit Division to ensure the delivery of internal audit services such as regulatory and performance auditing, systems auditing, stock auditing, liaison with external auditors, audit reports and management letters* ▲ *Manage the performance of employees in the division to ensure optimal work performance* ▲ *Plans and manages utilization of resources to carry out activities* ▲ *Develop and monitor systems, policies, procedures and processes to ensure correct working operations* ▲ *Conducts internal audits to assess effectiveness of controls, accuracy of financial records and implementation of Council resolutions* ▲ *Compile reports on audit findings and make recommendations, to ensure the effectiveness of the municipality* ▲ *Organise annual stocktaking and report on shortages and surplus, to ensure control over stockholdings* ▲ *Provide assistance to external auditors during audits to enable them to evaluate our audit work* ▲ *Monitor the kilometres of the new applicants to the Tzaneen Motor Scheme to advise Council on the correct fixed kilometres.*

Requirements: B Degree or equivalent in Accounting OR Auditing; Audit report writing skills; Five (05) years experience in auditing environment.

Applications should be submitted on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing date: 16 September 2016 at 12:00

Enquiries: Mrs H Maake (015) 307 8384/8006.

Greater Tzaneen Municipality is an Employment Equity Employer.

SR MONAKEDI – MUNICIPAL MANAGER