



DIRECTORATE : HUMAN RESOURCES

Strategic Executive Directorate : Corporate Services

TO : **Municipal Manager**
Development Planning & Human Settlements
SED : Budget and Treasury Office
Technical Services
Acting SED : Corporate Services
Community Services

FROM : **Director : Human Resources**

REF NO : **HR 5/3/2/1**

ENQUIRIES : **A Taljaard**

DATE : **7 August 2018**

I N T E R N A L M E M O R A N D U M

HR CIRCULAR NO. 49/2018 : ADVERTISEMENT OF VACANCIES

Attached please find an advertisement for vacancies for distribution to all personnel in your department.

Please note that receipt of all internal applications for vacancies must be acknowledged by the Human Resources department, the latter cannot be held responsible for any application that might go amiss.

Kindly note that all CV's submitted by hand to the Human Resources Department will be signed for as proof of receipt of the application.



T M MJILO
DIRECTOR : HUMAN RESOURCES



N VINKHUMBO
ACTING SED : CORPORATE SERVICES

NEWCASTLE MUNICIPALITY VACANCIES

The following vacancy exist in the department as mentioned hereunder :-

DEPARTMENT : MUNICIPAL MANAGER

AUDIT MANAGER: POST ID : CA10

Position	AUDIT MANAGER
Remuneration	R510 047,73 per annum
Qualifications	<ul style="list-style-type: none"> • Grade 12 • Relevant 3 years' qualification, i.e. National Diploma or Degree in Accounting and Auditing (or Internal Auditing) • Registration with the relevant Council (Specify) as a Professional Auditor • Driver's license
Experience	<ul style="list-style-type: none"> • 6 (Six) years' relevant experience
Responsibilities	<ul style="list-style-type: none"> • Performs advanced-level and/or managerial professional internal auditing work. • Work involves managing or conducting performance, operational, financial and compliance audit projects; providing consulting services to organizational management and staff and providing significant input to development of the annual internal audit plan, all with emphasis on a risk-based approach designed to assist management in the attainment of their objectives. • Provides training, coaching and supervision to internal auditing staff. Maintains all organizational and professional ethical standards and completes all internal audit work in compliance with the IIA's International Standards for the Professional Practice of Internal Auditing (Standards). Works independently under general direction with extensive latitude for initiative and independent judgment. • Assist the Director of Internal Auditing/CAE in managing internal audit staff and in the planning, organizing, directing and monitoring of internal audit operations, including assisting in hiring, training and evaluating staff and taking effective actions to address performance matters. • Manages the identification and evaluation of the organization's audit risk areas and provides significant input to the development of a risk-based annual internal audit plan. • Manages the performance of audit procedures, including identifying and defining issues, developing criteria, reviewing and analysing evidence, and documenting client processes and procedures. • Manages the audit staff in conducting interviews, reviewing documents, developing and administering surveys, composing summary memos and preparing working papers. • Manages the audit staff in the identification, development and documentation of audit issues and recommendations for improvement. • Communicates the results of audit and consulting projects via written reports and oral presentations on a timely basis to directors of departments. • Develops and maintains productive team-oriented client and management relationships through individual contacts and group meetings. • Pursues professional development opportunities, including external and internal training and professional association memberships and shares information gained with co-workers. • Represent internal auditing on organizational projects teams at management meetings. • Performs related work as assigned by the Director of Internal Auditing / Chief Internal Audit Executive.
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Advertiser / Ilanga / Newcastle Municipal Website

Detailed CV's can be forwarded to Mrs A Taljaard at the Directorate : Human Resources, Tower Block, 5th floor, Office no B562, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Chief Audit Executive. Ms S Chenia at 034 – 328 7736.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate : Human Resources will not accept responsibility for information not mentioned in applications.
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo a proficiency test.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representativity through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to disclose all financial interest and will be subjected to competency assessment.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

CLOSING DATE : 31 AUGUST 2018