



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

**FROM :** Director : Human Resources

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

**ENQUIRIES :** A Taljaard

**DATE :** 31 August 2018



**INTERNAL MEMORANDUM**

**HR CIRCULAR NO. 53/2018 : 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**

  
**B E MSWANE**  
**MUNICIPAL MANAGER**

## NEWCASTLE MUNICIPALITY VACANCIES

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

### DEPARTMENT : MUNICIPAL MANAGER (INTERNAL AUDIT)

#### CHIEF AUDIT EXECUTIVE : POST ID : CA1

Reference Number	Post ID : CA1
Occupational Category	Senior Management
Annual Remuneration Package	R1 097 024,00 – Middle Notch R1 305 982,00 – Maximum Notch R1 514 940,00 (Annual total remuneration package). In accordance with Local Government Gazette 41173 of 10 October 2017.
Terms of Appointment	Five (5) years fixed term performance based contract.
Years of Experience	<ul style="list-style-type: none"> <li>• 5 Years' relevant experience at middle management level and have proven successful management experience in auditing</li> <li>• Good knowledge and interpretation of policy and legislation</li> <li>• Good knowledge of performance management system</li> <li>• Good governance; and</li> <li>• Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)</li> <li>• Registration with a relevant professional body will be an additional advantage.</li> </ul>
Minimum Qualifications	<ul style="list-style-type: none"> <li>• Post graduate Degree in Auditing and/or Accounting</li> <li>• CIA/CA will be an advantage</li> <li>• Code EB driver's license</li> <li>• Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007. A person who does not meet the minimum competency levels in the unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment.</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Serves as the organization's chief audit executive and as a member of the executive management team. Oversees advanced-level professional internal auditing work as a key component of the corporate governance structure, with emphasis on a risk-based approach designed to assist management in the attainment of their objectives.</li> <li>• Maintains organizational and professional ethical standards and ensures all internal audit activities are in compliance with the IIA's International Standards for the Professional Practice of Internal Auditing (Standards)</li> <li>• Reporting to the Accounting Officer administratively and the Audit Committee functionally</li> <li>• Develops and reviews of the Internal Audit Charter, Audit Committee Charter, Internal Audit Plan and methodology</li> <li>• Monitoring overall performance and benchmarking of the Internal Audit Activity</li> <li>• Managing all the financial and human resources matters of the Internal Audit Activity including hiring and evaluation of staff</li> <li>• Conflict management</li> <li>• Represents internal auditing at management and external meetings</li> <li>• Extensive skill in conflict resolution, mediation, negotiating issues and resolving problems</li> <li>• Extensive skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations</li> <li>• Extensive skill in conducting quality control reviews of audit work products</li> <li>• Knowledge of management information systems terminology, concepts and practices</li> <li>• Extensive knowledge of the Standards and Code of Ethics</li> <li>• Extensive knowledge with the common indicators of fraud</li> </ul>



	<ul style="list-style-type: none"> <li>• Extensive skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines</li> <li>• Skill in using a computer with work processing, spreadsheet, system documentation, audit management packages and other business software to prepare reports, memos, summaries and analyses</li> <li>• Extensive knowledge of an skill in applying internal auditing and accounting principles and practices and management principles and preferred business practices</li> </ul>
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The above position will be advertised internally, Newcastle Advertiser, Ilanga, Sunday Times and on the Municipal Website.

The appointment made will be subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act and will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

The candidate will be required to disclose all financial interests and will be subjected to competency assessment.

**Please note :** Candidates are required to complete the prescribed "Annexure C" application form as per Government Gazette No. 37245 of 17 January 2014 which is obtainable from all Municipalities as well as the internet at [www.gpwonline.co.za](http://www.gpwonline.co.za) (Failure to do so will result in the candidate being disqualified). Certified copies (not older than 3 months) of academic qualifications and a detailed CV must accompany your application.

**NOTE :** It will be expected of the successful candidate/s to attain Local Government : Municipal Finance Management Act, 2003 (MFMA) : Minimum Competency Levels in unit standards as per Government Notice 21 No. R493 of Gazette 37245 of 15 June 2007 within eighteen (18) months of commencement of service. Failure to do so will result in the contract of employment to be rescinded.

The employee's ordinary place to be stationed will be Newcastle, provided that the municipality may require the employee to work at such places within the Republic of South Africa as may be necessary, whether on a temporary or permanent basis and may require the employee to travel internationally in the performance of his duties.

**Detailed CV's can be forwarded to Mrs A Taljaard at the Directorate : Human Resources, Tower Block, 5<sup>th</sup> floor, Office no B562, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Municipal Manager, Mr B E Mswane at 034 – 328 7750.**

A prescribed application for employment form and a full advert is available on the official website of the municipality at [www.newcastle.gov.za](http://www.newcastle.gov.za)

Costs incurred for attending an interview will be for the candidate's own account.

- 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 representatively 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.
- 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.
- African Females are encourage to apply.

The Municipality reserves the right not to make any appointment. Newcastle Municipality is an equal opportunity and affirmative action employer. We are committed to the achievement and maintenance of diversity and equity in employment.

**CLOSING DATE : 19 OCTOBER 2018**