



NEWCASTLE MUNICIPALITY VACANCIES

CS 43/2024

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

DEPARTMENT: MUNICIPAL MANAGER

Position	SECRETARY TO THE INTERNAL AUDITOR: POST ID: MM3081
Remuneration	R292 363,68 per annum (Task Grade 10)
Qualifications	<ul style="list-style-type: none"> • Grade 12 / Matric • National Diploma in Office Administration or equivalent
Requirements	<ul style="list-style-type: none"> • Computer literacy - MS office • Valid driver's license
Experience	<ul style="list-style-type: none"> • 2 Years relevant experience
Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Arrange appointments for Director: Internal Audit • Typing documents for the Director: Internal Audit • Attending to visitors to the Director: Internal Audit • Taking minutes for management and personal meetings of the department/unit • Keeping records of audit reports finalized and sent to relevant role players • Responsible for filing documents • Keeping a record of hours spent on projects • Keeping of leave records for Internal Audit personnel • Responsible for safekeeping of stationery for the division
Where advertised	Internal / Newcastle Municipality Website
Position	INTERNAL AUDITOR X4: POST ID: MM3087; MM3089; MM3088; MM3090
Remuneration	R458 749,97 per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • National Diploma in Internal Auditing / B Comm. Degree measuring in Accounting and Auditing or Equivalent qualifications.
Requirements	<ul style="list-style-type: none"> • Computer Literacy – MS Office • Valid Driver's license
Experience	<ul style="list-style-type: none"> • 4 Years relevant experience
Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Gathering background and contextual information relevant to the audit area • Preparing process understanding documents • Preparing draft audit programs • Developing audit procedure • Preparing working papers detailing procedure followed and the results of testing • Discuss audit findings with line management for factual correctness • Preparing audit files • Perform other audit related tasks assigned by the Senior Auditor • Identifying and evaluating the audit risk performance of the audit and provides limited input in the risk based internal audit plan • Maintains all organizational and professional ethical standards and completes all internal audit work in compliance with the IAA's International Standards for the Professional Practice of Internal Auditing (Standards). Works independently under general direction with extensive latitude for initiative and independent judgement • Performs audit Procedure, including identifying and defining issues, developing criteria,

	<ul style="list-style-type: none"> • reviewing and analysing evidence and documenting client processes and procedure • Provides limited training and coaching to junior internal audit staff • Conducts interviews, reviews document, develops and administers survey, composes • summary memos and prepares working papers • Identifies, develops and documents audit issues and recommendations for improvement using independent judgement concerning areas being reviewed • Communicates or assist in communicating the result of audit and consulting projects via written reports to immediate supervisor • Develops and maintain productive team – oriented client and colleagues' relationship 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 • Performs related work as assigned by audit management membership and shares information gained with co- workers. • Performs related work as assigned by audit management <p>Disseminates guidance and information on specific key performance areas and requirements associated with the Audit program and procedures, by:</p> <ul style="list-style-type: none"> • Attending opening and closing conferences • Communicating with the Senior Internal Auditor throughout the audit process • Preparing draft management reports
Where advertised	Internal / Newcastle Municipality website

Detailed CV's can be placed in the box with the Security : Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact Mr. BB Nkosi : Chief Internal Auditor : Municipal Manager's Office at 034 – 328 7600.

- 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.
- **Applicants must submit copies of supporting documents. Note that certified copies must be submitted by shortlisted applicants.**
- **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.
- 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 with criminal records or pending criminal / departmental or civil cases must disclose. Failure to disclose may lead to disqualification.**
- 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.
- **The attached application form for employment must be completed in full, accurately, and legibly.**
- **All information relevant to a candidate must be provided on this form.**
- **Any additional information may be provided on the cv.**

NB : COLOURED MALES AND COLOURED FEMALES ARE ENCOURAGED TO APPLY

CLOSING DATE : 10 OCTOBER 2024