

THEEWATERSKLOOF

Municipality

Applications are hereby invited from persons to be appointed in the under mentioned vacancy.

ASSISTANT INTERNAL AUDITOR - CALEDON

Salary: T10 - Between R209 268.00 p.a. and R271 608.00 p.a.

The most eligible candidate must in possession of a Grade 12 certificate plus a Diploma in Internal Auditing or a B Com degree with auditing as a major subject. At least one (1) years' experience in Internal Auditing. A valid Code B driver's license. Must be computer literate. Good communication skills in at least two (2) of the three (3) official languages in the Western Cape, namely English, Afrikaans and Xhosa.

Responsibilities would involve the following: Plan and Conduct audit activities on assigned project according to the Risk-Base Internal Audit Plan by developing and preparing audit work programmes for review by Internal Auditor * review system descriptions, SOP's and internal control questionnaires in accordance with the Section's methodology * prepare working papers to substantiate the audit work performed on the assigned audit activity * gather, analyze and evaluate relevant and reliable documentation and audit evidence * ensure that audit work performed receives positive satisfaction ratings from clients * assist with logistical arrangement of the Audit Committee * insert information on Enterprise Risk Assessor * other duties as requested from time to time.

Enquiries: Mr. J P A Opperman – Chief Audit Executive

Tel: 028 – 2143300

If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.



Theewaterskloof Municipality is committed to equal opportunity and affirmative action, and people with disabilities are encouraged to apply.

Mr. GF Matthyse, Municipal Manager, P O Box 24, 6 Plein Street, Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13th cheque, a housing-/ rental subsidy and settling of furniture removal cost under certain conditions.

Applicants must complete the prescribed application form along with a detailed CV with originally certified copies of qualifications, ID document, as well as a testimonial in order to be considered for the position. Application forms must be forwarded to the Manager: Human Resources, Theewaterskloof Municipality, P O Box 24 Caledon 7230.

Please note: No e-mailed, scanned or faxed applications will be accepted, and shortlisted candidates will be required to produce original copies of academic qualifications on the day of the interview. Only original applications forms will be accepted.

Canvassing will disqualify any candidate from being considered for appointment.

APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.

Closing date: 08 February 2019 at 12:00 pm. (no applications will be accepted or considered after the closing date)