



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following vacancy from suitably qualified and experienced professionals. Preference will be given to local residents before considering candidates outside the Bitou Municipal Area

POSITION:	SENIOR INTERNAL AUDITOR
DIRECTORATE:	OFFICE OF THE MUNICIPAL MANAGER
DIVISION:	INTERNAL AUDIT
SECTION:	COMPLIANCE & REGULATORY AUDITS
BASIC SALARY:	R 444 213,27 – R 576 616,67 (T13) + MUNICIPAL BENEFITS
REF NO:	Notice 411 of 2024

QUALIFICATIONS AND EXPERIENCE: • A relevant 3 year qualification with preference in auditing or internal audit as a major and registered with a recognised profession; and • Computer literacy: MS Office • 5 - 8 years' relevant experience required which includes 2 years of supervisory experience.

REQUIREMENTS AND SKILLS: • Valid Driver License • Good Audit report writing skills • Computer skills (MS Office applications; MS Word, Excel). Barn Owl will be highly advantageous • Proficiency in at least 2 of the 3 official languages of the Western Cape (read, write and speak) • Knowledge of IIA Standards, Code of Ethics and Standards for Professional Practice of Internal Auditing • Knowledge of Governance, Risk Management and Control Frameworks (eg KING and COSO) • Good communication and interpersonal skills • Analytical skills • High level of responsibility • Ability to give attention to detail • Ability to work under pressure • Willingness to work after normal working hours and during emergencies • In depth knowledge of local government is essential • Completed Auditing articles will be highly advantageous • Self-starter and ability to work independently • Must have experience in supervision of subordinates • Must maintain confidentiality • Ability to handle conflict • Mentally fit and healthy.

FUNCTIONS & RESPONSIBILITIES: • Perform auditing functions and administrative functions as directed by Chief Audit Executive • Keep audit file up-to-date and ensure audit engagements and related documentation is adequately filed • Prepare the Internal Audit (IA) engagement planning documents sequences in compliance with the approved IA Methodology • Set up an audit file in terms of the Internal Audit Methodology and relevant internal audit software in compliance with the audit plan • Identify key controls and gaps resulting from the control objective relating to the specific risk • Provide input into the developing of the audit program • Conduct and document the walkthrough to confirm that relevant processes are implemented as documented according to requirements • Conduct audit engagement procedures in terms of the approved engagement program and adequately document engagement results. • Continuously be aware of potential fraud and other irregularities and ensure that such risks are covered during the audit engagement in accordance with the approved engagement program • Ensure that audit findings that are submitted to supervisor is accurate, complete and assess the impact to the overall governance, control and risk management environment • Obtain and record sufficient, reliable, relevant and useful information to support the conclusions and audit results in compliance with quality of the Institute of Internal Audit Standards (IIA) standards • Documenting quality working papers indicating the test objectives, audit techniques, results and the conclusion • Draft audit findings and adequately identify the root causes effect and recommendations in terms of the IA Methodology • Participate in opening meetings as well as scope engagement meetings with senior management (as and when required) • Respond to queries/questions through the collection of information and present and elaborate on findings to substantiate outcomes • Collaborate with Senior Management and Unit Managers to negotiate acceptance of draft findings and agreement of corrective action (and/or required corrective programs) (as and when required) • Compile and submit draft internal audit findings to superior • Ensure that the audit executions are performed within the agreed deadlines and reflects on activities completed • Keep abreast of developments, legislative requirements, emerging trends and latest technologies in the profession.

COMPETENCIES REQUIRED

1. CORE PROFESSIONAL COMPETENCIES

Written Communication: The ability to communicate complex information in understandable documents for specific audiences;

Oral Communication: Demonstrates competence to communicate effectively with clients;

Research and Analysis: Understands and analyses complex fact patterns and concepts;

Advocacy / Negotiation: The ability to develop and present Internal Audit interests in appropriate forums, presenting and negotiating the best possible outcomes;

Ethics and Professionalism: The ability to identify and deal with ethical issues and conflicts of interest;

Organizational Awareness: The ability to understand the municipality's objectives, and the impact of decisions on the public and the functioning of the various directorates.

2. **FUNCTIONAL COMPETENCIES**

Internal Auditing: Ability to evaluate the effectiveness of risk management, governance and internal control processes;

Engagement Management: Ability to plan, co-ordinate and control the tasks of self and others to deliver on engagements to the required specification and within budget and schedule;

Information Management: The gathering and analysis of data and the management thereof utilising various techniques to best explain the results of the audit process.

3. **PUBLIC SERVICE ORIENTATION COMPETENCIES**

Interpersonal Relationships: Able to establish rapport and gets on with others;

Communication: Develops well defined communication strategy;

Service Delivery Orientation: Professional in interaction with general public;

Customer Orientation and Customer Focus: Takes personal responsibility for providing excellent service quality.

4. **PERSONAL COMPETENCIES**

Action and Outcome Orientation: Successfully completes projects with time and budget allocations;

Resilience: Stays calm and focused under pressure;

Change Readiness: Open to new ideas and ways of doing things;

Cognitive Ability: Demonstrates logical, consequential thinking;

Learning Orientation: Learns from experience – does not repeat mistakes.

5. **MANAGEMENT / LEADERSHIP**

Impact and Influence: Influences others effectively using a number of techniques;

Team Orientation: Involves and empowers team in setting and achieving goals;

Coaching and Mentoring: Sets challenging tasks that stretches individual's abilities;

Strategic Capability / Leadership or Direction Setting: Motivates project teams to achieve highest project results.

Work related enquiries contact the Chief Audit Executive Mr. CNA Koeberg on 044 501 3153 or on e-mail:

ckoeberg@plett.gov.za

For general enquiries contact Ms. L Clark or Ms. A Gigi on telephone no: 044 501 3418

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website (www.bitou.gov.za). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

Please take note:

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. (**Compulsory**)
3. **NO LATE APPLICATIONS** will be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.

MBULELO MEMANI

ACTING MUNICIPAL MANAGER

CLOSING DATE: 4 November 2024 @14H00

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful.

Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.