



# **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

<b>POSITION</b>	<b>ASSISTANT INTERNAL AUDITOR</b>
<b>DEPARTMENT</b>	<b>OFFICE OF THE MUNICIPAL MANAGER</b>
<b>BRANCH</b>	<b>INTERNAL AUDIT</b>
<b>DIVISION</b>	<b>GOVERNANCE AND PERFORMANCE AUDIT</b>
<b>BASIC SALARY</b>	<b>R 251 432,17 – R 326 363,01 (T9) + MUNICIPAL BENEFITS</b>
<b>REF NO</b>	<b>Notice 412 of 2024</b>

**QUALIFICATIONS AND EXPERIENCE:** A relevant 3-year qualification with preference in auditing or internal audit as a major • 0 – 2 years' experience

**REQUIREMENTS AND SKILLS:** Computer Literacy (MS Office MS Word, Excel. Barn Owl will be highly advantageous.) • Good Audit Report Writing Skills • Proficiency in at least 2 of the 3 official languages of the Western Cape (read, write and speak) • Good communication and interpersonal skills • Analytical skills • High level of responsibility and confidentiality • 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 auditing procedural applications is essential • Self-starter and ability to work independently • Mentally fit and healthy

**FUNCTIONS & RESPONSIBILITIES:** • Responsible for the execution of the audit program, preparation of audit working papers • Documenting systems, processes and controls by analysing the workflow- processes, conducting interviews, testing and/or verifying information and data in order to identify key risk areas • Evaluate the effectiveness and adequacy of internal controls • Documenting working papers in accordance with Audit Methodology requirements • Providing input or recommend changes to audit programme • Identifying and reporting areas of control weaknesses which require management attention • Drafting audit findings accurately for reporting purposes • Completion of plans and ad-hoc assignments/projects efficiently, effectively and in a timely manner Perform follow-up audits • Deliver assigned tasks with minimal technical error • Collection of information and evidence to support findings. • Perform audit work according to prescribed norms and standards under the general direction of an experienced Auditor. • Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality • Keeps abreast of developments, legislative requirements, emerging trends and latest technologies in the profession

## **COMPETENCIES REQUIRED**

### **CORE PROFESSIONAL COMPETENCIES**

- **Written Communication:** Able to document Audit working papers.
- **Oral Communication:** Explains positions orally within municipality on basic audit matters.
- **Research and Analysis:** Identifies relevant issues and facts.
- **Advocacy / Negotiation:** Advocates complex positions, and recommendations to supervisors.
- **Ethics and Professionalism:** Understands the mechanism available in municipality to resolve ethical issues.
- **Organisational Awareness:** Understands the Internal Audit Section functions.

### **FUNCTIONAL COMPETENCIES**

- **Internal Auditing:** Contributes to the conduct of an audit assignment.
- **Engagement Management:** Manages basic engagements to the agreed standards.
- **Information Management:** Uses the appropriate audit tools to analyse data.

### **PUBLIC SERVICE ORIENTATION COMPETENCIES**

- **Interpersonal Relationships:** Relates well to others.
- **Communication:** Demonstrates effective oral and written communication.
- **Service Delivery Orientation:** Displays commitment to excellence.
- **Customer Orientation and Customer Focus:** Displays a customer focus.

## PERSONAL COMPETENCIES

- **Action and Outcome Orientation:** Shows enthusiasm to take part in new projects.
- **Resilience:** Shows emotional resilience.
- **Change Readiness:** Copes effectively with change.
- **Cognitive Ability:** Shows strong analytical reasoning.
- **Learning Orientation:** Shows willingness to learn new things.

### 1. MANAGEMENT / LEADERSHIP

- **Impact and Influence:** Is respected by peers and subordinates.
- **Team Orientation:** Able to function in a multi-disciplinary team.
- **Coaching and Mentoring:** Shares knowledge and information with peers.
- **Strategic Capability / Leadership or Direction Setting:** Achieves strategic objectives against specified performance measures.

*Work related enquiries can be directed in writing to the Chief Audit Executive, Ms. CNA Koeberg at e-mail: [ckoeberg@plett.gov.za](mailto:ckoeberg@plett.gov.za) or 044 501 3153.*

*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](http://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 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.

**M MEMANI**  
**ACTING MUNICIPAL MANAGER**

**CLOSING DATE: 4 November 2024 at 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.**