



EXTERNAL ADVERTS

GA-SEGONYANA LOCAL MUNICIPALITY



Ga-Segonyana Municipality, with its seat in Kuruman, invites suitably qualified candidates to apply for the under-mentioned vacancies:

GA-SEGONYANA LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT POSITION

OFFICE OF THE MUNICIPAL MANAGER

1. INTERNAL AUDITOR

REQUIREMENTS:

- ❖ NQF: 6/7 tertiary qualification in Accounting/ Auditing/ Internal Audit. 3-5 years' full-time experience in an auditing environment.
- ❖ Accreditation as Internal Auditor Technician (IAT) will be an added advantage.
- ❖ A valid driver's license.

SKILLS & KNOWLEDGE:

- ❖ Considerable knowledge of and skill in applying internal auditing and accounting principles and practices, and management principles and preferred business practices.
- ❖ Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors.
- ❖ Knowledge of management information systems terminology, concepts and practices.
- ❖ Knowledge of industry program policies, procedures, regulations and laws (relevant legislation and policies, MFMA, PFMA, Treasury Regulation).
- ❖ Ability to establish and maintain harmonious working relationships with co-worker, staff and external contacts, and to work effectively in a professional team environment.
- ❖ **KEY RESPONSIBILITIES: Planning of assurance and consulting auditing assignments:** Perform research on policies, laws and regulations that are relevant to the audit and submit these to the supervisor for consideration in the audit project; Conducting of interviews, gathering information and analysis of relevant information about the client, business structure, processes, systems and key personnel in order to obtain a general overview of operations; Documenting of the system description; Assist with the identification of risk and related controls that address risk, e.g. Detailed

Process Matrix; Prepare and update audit file; Provide inputs into the drafting of auditing programs. **Execution of assurance and consulting audit assignment:** Select sample to be tested; Collecting audit evidence; Completing all assigned working papers and concluding on the work performed; Discuss findings found during the execution with audit clients before exceptions are raised in order to determine consensus thereon; Documenting audit findings, identify the root cause and effect, the criteria and the making of recommendations and discuss with the supervisor; Ensure quality in respect of audit work and outputs; Sign off working papers; Respond to coaching notes. **Reporting of audit results:** Provide inputs into the draft audit report; ensure audits are valuable to the clients/directorates; Participate in the exit meetings.

SALARY: T13 (R384 467,07 – R499 062,34)

BENEFITS: Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave, 13th Cheque and Housing Subsidy.

2. SENIOR INTERNAL AUDIT

REQUIREMENTS:

- ❖ National Diploma / B-Tech / B. Com Degree (NQF: 6/7) in Accounting /Auditing / Internal Audit.
- ❖ Accreditation as Professional Internal Auditor (PIA) will be an added advantage. 5-7 years' full-time experience in an auditing environment.
- ❖ A valid driver's license.

SKILLS & KNOWLEDGE:

- ❖ Extensive knowledge of and skills in applying internal auditing and accounting principles and practices, management principles and preferred business practices.
- ❖ Experience in auditing or accounting, and in supervising and conducting audits in Information Systems and other areas pertinent to the municipality.
- ❖ Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors.
- ❖ Knowledge of management information systems terminology, concepts and practices.
- ❖ Knowledge of industry program policies, procedures, regulations and laws. Skill in conducting quality control reviews of audit work products.
- ❖ Skills in collecting and analysing complex data, evaluating information and systems, and drawing logical conclusions.
- ❖ Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines.
- ❖ Skill in negotiating issues and resolving problems.

- ❖ Considerable skill in using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries and analyses.
- ❖ Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations.
- ❖ Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment, innovative and creative, accuracy and discipline.

KEY RESPONSIBILITIES:

Annual and Quarterly Planning of Audit Assignments:

- ❖ Provide inputs to the Annual Audit Plan.
- ❖ Provide inputs to the project plan and allocation of audit assignment.
- ❖ Provide inputs into the quarterly progress report.
- ❖ **Supervise Planning and Execution of audit assignments:** Provide input into the audit engagement scope, audit objectives and timeframes.
- ❖ Research on audit to be performed and relevant legislations/Acts/Policies and Procedures.
- ❖ Perform and/or review data analytics.
- ❖ Develop the audit program and plan the audit sampling method.
- ❖ Review the Preliminary Survey Checklist, System Description, and DPM.
- ❖ Review the record of work done on the audit program.
- ❖ Review and sign off working papers.
- ❖ Provide frequent supervision or coaching to the Auditors and minimal supervision to seniors throughout the audit assignment.
- ❖ **Reporting Audit Results:** Review the Exception (Combined Issue) Report.
- ❖ Discuss of the reviewed Exception (Combined Issue) Report with client to source management comments.
- ❖ Assist in the drafting of the Draft Final Audit Report.
- ❖ Address and sign off coaching notes.
- ❖ Ensure audits are valuable to the municipality.
- ❖ Verification of the audit pack as per Audit Committee request.

SALARY: T14 (R 478 613,43– R621 261,15)

BENEFITS: Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave, 13th Cheque and Housing Subsidy.

3. POSITION : MUNICIPAL PUBLIC ACCOUNTS COMMITTEE RESEARCHER

Requirements:

- National Diploma/ B – Degree in Accounting, National Diploma/ B – Degree in Auditing or Bachelor of Laws 6/7
- At least 5-7 years' relevant experience of which 3 years must be at a Supervisory or managerial level.
- Valid Driver's License

Key Responsibilities (include but are not limited to):

- Managing the Municipal Public Accounts Committee (MPAC) office.
- Plan and conduct research and have innovation towards ensuring efficiency and effectiveness of the office.
- coordinate analysing of financial and performance reports, including SDBIP, annual reports and financial statements.
- provide MPAC with reports on possible risks and irregularities.
- provide advice to MPAC on possible corrective measures.
- Providing administrative, and advisory services and strategies to the Municipal Public Accounts Committee (MPAC) and the Municipal Manager to ensure good governance.
- Compile the MPAC Programme and integrate it into the institutional calendar.
- Plan the management of the MPAC activities and ensure logistical arrangements are made.
- Organise documentation and archiving of all MPAC activities.
- Lead ad hoc projects that may arise working with risk management and Internal Audit.
- Directs management support to the secretarial work of the MPAC projects and Programmes.
- Plan linkages with other spheres on matters of oversight.
- Develop an MPAC plan for consideration by the Committee (MPAC)

Salary per annum: T14 (R478 613.43 – R621 261.15)

Benefits: Medical Aid, Pension/ Retirement Fund, Housing Help, Leave, 13th Cheque, Group Life Insurance

ENQUIRIES: Mrs. Keabetswe Kopang & Ms. Lizelle Leeuw @ 053 712 9342. For more information, please contact Director Corporate Services Mr Clifford Pule at 053 712 9302/9306.

APPLICATION: Applications in the form of Application letter, Curriculum Vitae and Certified copies of Qualifications and Certified ID Copy can be hand delivered or posted to the attention of The **Municipal Manager, Ga-Segonyana Municipality, Private Bag X1522, KURUMAN, 8460.**

CONDITIONS: Applications which are received after the closing date/time will not be considered. The stipulations of the Employment Equity Act apply, but it is not the only criteria. The Council reserves the right not to do any appointments.

Neither faxes nor e-mail or copies of applications will be accepted. If you do not receive any response from us within 30 days after the closing date, please consider your application unsuccessful.

CLOSING DATE: 08 MARCH 2024

MUNICIPAL MANAGER

MARTIN TSATSIMPE