



## Re-advertisement

The KwaDukuza Municipality seeks to fill the following positions and accordingly invites applications from persons **who meet the requirements as indicated. Please note that the post title and post identification number (KZ292.) MUST be indicated on your application which MUST be accompanied by certified copies of**

**your qualifications, identity document and driver's licence where applicable.** Applicants are also advised to ensure that their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.

**PLEASE NOTE THAT APPLICANTS FOR POSTS BELOW TASK GRADE 13 ARE REQUIRED TO ATTACH THE PREFERRED EMPLOYMENT OPPORTUNITY FORM OBTAINABLE FROM KDM HUMAN RESOURCES WHICH MUST BE SIGNED BY A WARD COUNCILLOR, AS PREFERENCE WILL BE GIVEN TO LOCAL RESIDENTS.**

<b>Post Title</b>	MANAGER: INTERNAL AUDIT (18 MONTHS CONTRACT)
<b>Business Unit</b>	OFFICE OF THE MUNICIPAL MANAGER
<b>Reference</b>	KZN292MM1A006
<b>Task Grade</b>	TASK GRADE 14: R 478 613,40 - R 621 261,12 Per Annum Per Annum + 18% for Pension, Locomotion and cell phone allowance & Housing Subsidy Subject to Council policy
<b>Notice number</b>	MN:259/2023
<b>Requirements</b>	<ul style="list-style-type: none"> <li>- A Bachelor of Commerce or 3-year National Diploma, with at least 2 of the following as major modules, Internal Auditing, Auditing, Information Systems, Financial Accounting, Information Systems Audit, Internal Auditing or Auditing is a compulsory major.</li> <li>- Possession of the Internal Audit Technician program will be an added advantage.</li> <li>- Possession of an CIA qualification will be an added advantage.</li> <li>- 5 - 7 years 'practical experience in an audit environment.</li> <li>- Must be fully computer literate (Excel, MS Word, Presentations)</li> <li>- A valid driver's license, Code: 08</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Focus on review of all reports and working paper files.</li> <li>• Engagement with stakeholders of respective audit assignments.</li> <li>• Providing guidance and support to audit team members</li> <li>• Coaching notes and discussions on audit assignments with team members</li> <li>• Other Administrative duties</li> <li>• Maintenance of weekly log sheets and time sheets of audits covered.</li> <li>• Final reports to Manager-IA and Head: Internal Audit- KDM</li> <li>• <b>Any other duty as assigned by Head: Internal Audit</b></li> </ul>

### PLEASE NOTE:

- Applications are to be addressed to the **Municipal Manager, KwaDukuza Municipality, P.O. Box 72, KwaDukuza, 4450 for attention the Human Resources Department**, and may be posted or hand delivered. (Note that hand delivered applications must be handed to the HR Officer, 34 Chief Albert Luthuli Street OK MALL BUILDING KwaDukuza) For enquiries Please call 032 437 5142/ 5153.
- The Closing date and time is, **Thursday, 28 September at 12H00.** No applications will be accepted after the closing date and time.
- Please **DO NOT** fax or e-mail applications. Please also **DO NOT** submit applications on **Z 83 forms. Please NOTE THAT APPLICATIONS MUST BE SUBMITTED ON KWADUKUZA MUNICIPALITY'S APPLICATION FORM WHICH IS OBTAINABLE ON THE MUNICIPALITY'S WEBSITE ([www.kwadukuza.gov.za](http://www.kwadukuza.gov.za))**
- KwaDukuza Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets of the municipality.
- Further communication will only be with shortlisted candidates; such shortlist being confined to the candidates that best meet the requirements according to the information supplied in their CV's. Candidates not contacted within 3 months of the closing date may consider their applications unsuccessful.
- Council reserves the right not to appoint any candidate to this post or to make required adjustments.
- Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants.