

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhulum.gov.za](mailto:info@umzimkhulum.gov.za)  
Tel: (039) 259 5000/5300  
Fax: (039) 259 0427

## **CORPORATE SERVICE DEPARTMENT**

PROVINCE OF KWAZULU-NATAL  
KZN 435

### **INTERNAL AUDIT AND RISK MANAGEMENT INTERNSHIP**

**DURATION TWO (2) YEARS**

**MONTHLY SALARY R5 424.00 PER ANNUM**

### **MINIMUM REQUIREMENTS**

- A Bachelor's degree/ National Diploma with at least two of the following as a major subjects: Internal Auditing, Auditing, Financial Accounting and Risk Management

### **KEY PERFORMANCE AREAS:**

- Assist conducting audits projects.
- Assist in Preparation and seating's of MPAC, Audit Committee, and Risk Committee meetings.
- Assist in the administrative support to both Internal Audit and Risk Management.
- Assist in in facilitation of risk assessments.
- Assist in monitoring of compliance to laws and regulations. Assist in fraud prevention processes. .

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### **SENIOR INTERNAL AUDITOR (PL2 ) PERMANENT POSITION SALARY R228 531.80 PER ANNUM (AND CAR ALLOWANCE )**

#### **MINIMUM REQUIREMENTS**

- Grade 12 (Matric).
- NQF 6/7 with Internal Auditing/Auditing/Financial Accounting or relevant qualification.
- Plus at least three (3) years' experience in the auditing field which two must be a supervisory experience in the auditing field .
- Interpersonal relation and communication skills.
- Computer literacy, project management, Report writing, research, business process re-engineering, decisiveness & assertiveness, lateral & innovative/ analytical thinking, effective problem solving skills, due professional care, high standards of honesty, objectivity, diligence & loyalty, financial management, presentation and facilitation, application and interpretation of legislations, staff motivation, dispute resolution, good understanding of GRAP & IIA standards as well as code of ethics, adequate understanding of MFMA, Public Service Regulations & Enterprise Risk Management Framework
- Professional registration with the Institute of internal auditors South Africa (IIASA) will be an added advantage
- A valid driver's license.

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### KEY PERFORMANCE AREAS/DUTIES

- Preparation of risk based annual internal audit
- Contribute to the delivery of the risk based annual internal audit plan through timely completion of assigned audits, working with other members of the team
- Planning for all the audits on the risk based annual internal audit which includes documenting system description, audit programs, working papers.
- Perform audit assignments conducting planning, fieldwork and reporting activities ensuring adherence to the municipal Internal Audit methodology
- Co-ordination of internal audit activities with the municipal risk management and compliance functions
- Build, develop, and maintain strong relationships with key internal stakeholders
- Input into the development of the internal audit function, including policies/procedures development, audit methodologies and support tools

Applications with comprehensive curriculum vitae, certified copies of educational qualifications must be addressed to:

The Municipal Manager – Mr Z. S SIKHOSANA; Attention: Corporate Services Manager Ms N. N. Nduku UMzimkhulu Municipality; P.O. Box 53; or hand delivered to 169 Main Street; UMzimkhulu; 3297

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### **CLOSING DATE: 08 OCTOBER 2018**

Canvassing support from municipal officials and councillors is prohibited and any person found guilty thereof will be disqualified with immediate effect. The uMzimkhulu municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability, people with disabilities are encouraged to apply and state their disability.

Enquires can be directed to the Corporate Services Manager. No faxed or E-Mailed applications will be accepted.

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MR Z. S. SIKHOSANA  
MUNICIPAL MANAGER