

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



E-mail: [info@umzimkhulu.gov.za](mailto:info@umzimkhulu.gov.za)  
Tel: (039) 259 5000/5300  
Fax: (039) 259 0427

CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL  
KZN 455

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidate for the under mentioned challenging position.

### ADVERTISEMENT

#### 1. INTERNAL AUDITOR (2 POSTS)

##### PERMANENT POSITION

SALARY: R222 720.00 per Annum

##### MINIMUM REQUIREMENTS

- Matric
- B Comm. Degree with accounting 3/National Diploma in Internal Auditing. (NQF Level 6)
- 3 years' experience in the Internal Auditing filed.

##### KEY PERFORMANCE AREAS

- Prepare or contribute to the preparation of process/system description, work plans (including risk assessment) and audit programs for assurance and/or consulting engagements.
- Conduct discussions of preliminary nature with heads of operations audited.
- Carry out financial, operational, and compliance, performance information audit duties such as: evaluating internal controls, applying professional audit techniques, preparing audit work papers, developing solutions, and documenting findings under the supervision of senior internal auditor
- Obtain required information directly or indirectly through examination of records or interviews with staff.
- Prepare working papers, documenting adequately work performed.

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- Draft schedule of findings and communications on the results of work performed, for review by the CIA or by the Senior Internal Auditor-in-charge.
- Assess the reliability and effective use of internal controls and assist in reviewing administrative procedures.
- Assist in the reviewing of interim and annual financial statement and quarterly, midterm and annual performance report.

## 2. SUPPLY CHAIN ADMINISTRATION CLERK (1 POST)

PERMANENT POSITION

SALARY: R154 476.00 per Annum

### MINIMUM REQUIREMENTS

- Matric
- A National Diploma in Supply Chain Management or equivalent.
- Computer Literacy-office applications
- 2 – 3 Years' experience in Supply Chain filed

### KEY PERFORMANCE AREAS

- Verifying SCM compliance on quotations
- Publication of closed tenders on municipal website
- Draft regret letters for non-responsive service providers
- Report on awarded quotation and bids and ensure publication on the municipal website
- Provide secretarial support for bid committees
- Participate on briefing sessions for quotations
- Monthly reports

All applications with comprehensive curriculum Vitae and application letter, certified copies of educational qualification must be addressed to:



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CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL  
KZN 455

The Municipal Manager

Attention: Senior Manager Corporate Services

UMzimkhulu Municipality

P.O BOX 53

UMzimkhulu

3297

Or hand delivery to 169 main street UMzimkhulu Municipality Old Main Building to the Senior Manager Corporate Services Office.

**CLOSING DATE: 16 August 2021**

Enquires can be directed to the Senior Manager Corporate Services no faxed or emailed application will be accepted. UMzimkhulu Municipality is an equal opportunity employer with strong gender bias, woman disabled candidates are encouraged to apply.

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Mr Z.S. SIKHOSANA

MUNICIPAL MANAGER.