



BERGRIVIER MUNICIPALITY

Bergrivier Municipality ensures the wellbeing of all communities within the Bergrivier region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment.

Bergrivier Municipality with its head office in Piketberg and approximately an hour's drive from Cape Town currently has the following vacancy and awaits applications from competent persons who comply with the minimum job requirements. (Women and persons with disabilities are encouraged to also apply.)

VACANCY
INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

RE-ADVERTISE:
ASSISTANT INTERNAL AUDITOR (PIKETBERG)
DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER
REF: MM14/015/PB

Requirements: Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa -Speak, Read and Writes) · High level of responsibility · Ability to give attention to detail · Accounting and numeracy skills · Report writing skills· Good human relations, interpersonal and communication skills · Basic knowledge of monthly reconciliations.

Qualifications: A relevant 3 year qualification in auditing / internal auditing as a major subject; and
Computer Literacy: MS Office

Experience: Two (2) years relevant experience required

Job Purpose: Under the supervision of the Internal Auditor: executes internal audits to ensure the adequacy and effectiveness of the organisation's systems of internal control and add value by providing inputs to improve the effectiveness of governance processes

Key Performance Areas: Planning of assigned audit projects to identify all high risks areas and controls to ensure audits are correctly focused · Perform tasks and activities associated with the execution of internal audit assignments · Report on the results of the audit performed · Follow up on implementation of Internal Audit recommendations and any other duties as requested by the supervisor.

The competency level for this position is a level 1 as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> • Written Communication • Oral Communication • Research and Analysis • Advocacy / Negotiation • Ethics and Professionalism • Organisational Awareness 	<ul style="list-style-type: none"> • Internal Auditing • Engagement Management • Information Management 	<ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Services Delivery Orientation • Customer Orientation and Customer Focus 	<ul style="list-style-type: none"> • Action and Outcome Orientation • Resilience • Change Readiness • Cognitive ability • Learning orientation 	<ul style="list-style-type: none"> • Impact and Influence • Team Orientation • Coaching and Mentoring • Strategic Capability / Leadership or Direction Setting

Salary:	R 251 040.00 per annum (T10 of a Category 3 Local Authority)
Date of acceptance:	01 December 2022 or as soon as possible
Enquiries:	Ms C Ranna at 022 913 6002 / 6000

GENERAL:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including a housing allowance for home owners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.
3. The Municipality is not bound to make any appointment.
4. All appointments are subjected to Police clearings; which means that you give us permission to obtain Police clearance, by applying for a position at the Municipality.
5. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
7. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
8. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
9. Appointment in certain posts is subject to a security clearance and applicants will also undergo an interview and evaluation process and where necessary, write a trade test.
10. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provide to us is true, correct and up to date.
11. Preference will be given to internal and local candidates within the Bergrivier Municipal area.

A covering letter with at least two contactable references (managers, subordinates or peers), must accompany the completed prescribed application form (available on request at Tel. 022 913 6000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification certificates, ID document, Drivers Licence and a Curriculum Vitae (Maximum of 3 pages), (only one post per application form) to reach the Municipal Offices, Piketberg or mailed to P O Box 60, Piketberg 7320 for the attention of Ms W Terry Thomas (Human Resources Officer: Provisioning and Administration) by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: TUESDAY, 18 OCTOBER 2022 AT 15:30

ADV H LINDE
MUNICIPAL MANAGER

MN223 /2022

13 CHURCH STREET
P O BOX 60
PIKETBERG
7320



BERGRIVIER MUNISIPALITEIT

Bergrivier Munisipaliteit verseker die welstand van alle gemeenskappe in sy gebied deur ekonomiese groei, sosiale welstand, gemeenskapsbetrokkenheid en effektiewe bestuur binne 'n veilige en gesonde omgewing.

Bergrivier Munisipaliteit, met sy hoofkantoor te Piketberg en ongeveer 1 uur vanaf Kaapstad, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen. (Vroue en persone met gestremdhede word aangemoedig om ook aansoek te doen.)

VAKATURE INTERNE & EKSTERNE AANSOEKE SAL OORWEEG WORD

HER-ADVERTEER:

ASSISTENT INTERNE OUDITEUR (PIKETBERG)

DIREKTORAAT: KANTOOR VAN DIE MUNISIPALE BESTUURDER

VERW: MM14/015/PB

Posvereistes: Bevoegdheid in ten minste twee van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa-Lees, Skryf en Praat) · Rekenaargetletterd (Ms Office Applications) · Hoë vlak van verantwoordelikheid · Vermoë om op fynere besonderhede te let · Rekeningkundige en berekening vaardighede · Verslagdoeningsvaardighede · Goeie menseverhoudinge, interpersoonlike en kommunikasie vaardighede · Basiese kennis van maandelikse rekonsiliasies.

Kwalifikasie: 'n Toepaslike 3 jaar kwalifikasie in ouditkunde of interne oudit as hoofvak; en Rekenaarvaardighede (MS Office)

Ondervinding: 2 Jaar relevante ondervinding.

Posdoel: Onder die toesig van die Interne Ouditeur: voer interne oudits uit om die doeltreffendheid van die organisasie se stelsels van interne beheer te verseker en waarde toe te voeg deur die verskaffing van insette om die doeltreffendheid van bestuursprosesse te verseker.

Sleutel prestasie areas: Beplanning van toegekende oudit projekte om alle hoë risiko areas en kontroles te identifiseer om te verseker dat oudits korrek uitgevoer word · Verrig take en aktiwiteite wat verband hou met die uitvoering van interne oudit opdragte · Verslagdoening op die resultate van die oudit uitgevoer · Volg die implementering van interne oudit aanbevelings op en enige ander verwante take soos versoek deur die toesighouer.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 1 soos bepaal in Bylae A van die Munisipale Personeelregulasies Staatskennisgewing R890 soos afgekondig in Staatskoerant 45181 gedateer 20 September 2021 en bestaan uit die volgende bevoegdhede.

Kern Professionele Bevoegdhede	Funksionele Bevoegdhede	Bevoegdhede t.o.v Openbare diensoriëntering	Persoonlike Bevoegdhede	Bestuur / Leierskap Bevoegdhede
<ul style="list-style-type: none"> • Skriftelike Kommunikasie • Mondelinge Kommunikasie • Navorsing en ontleding • Voorspraak / Onderhandeling • Etiek en Professionalisme • Organisatoriese Bewustheid 	<ul style="list-style-type: none"> • Interne ouditering • Betrokkenheidsbestuur • Inligtingsbestuur 	<ul style="list-style-type: none"> • Interpersoonlike Verhoudings • Kommunikasie • Dienslewingsoriëntering • Kliënt-oriëntasie en klantefokus 	<ul style="list-style-type: none"> • Aksie en uitkoms-oriëntering • Volharding • Gereedheid vir verandering • Kognitiewe vermoë • Leeroriëntering 	<ul style="list-style-type: none"> • Impak en Invloed • Spanoriëntering • Afrigting en Mentorskap • Strategiese vermoë / leierskap of rigtingstelling

Salaris:	R251 040.00 per annum (T10 van 'n Kategorie 3 Plaaslike Owerheid)
Diensaanvaarding:	01 Desember 2022 of so spoedig moontlik
Navrae:	Me C Ranna by 022 913 6002 / 6000

ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris is, waar van toepassing, betaalbaar en word aangevul deur die normale voordele van toepassing op die Munisipaliteit, insluitend 'n behuisingstoelae vir huiseienaars, onderhewig aan sekere voorwaardes.
2. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalinge van die Wet op Gelyke Indiensneming.
3. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
4. Alle aanstellings is onderworpe aan 'n polisieverklaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel van die dokumentasie hieronder genoem nie, sal nie oorweeg word nie.
6. Slegs aansoekers op die kortlys vir onderhoude sal gekontak word. Indien 'n aansoeker binne 6 weke na die sluitingsdatum nog geen terugvoering ontvang het nie, moet aanvaar word dat hul aansoek onsuksesvol was.
7. Gunswering by enige raadslid en/of enige lid van die aanstellingskomitee en/of enige personeelid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
8. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbekeërs verwag word om oortyd- en bystanddiens te verrig, asook om van tyd tot tyd in ander dele van die munisipale gebied diens te lewer, soos vereis.
9. Aanstelling in sekere poste is onderhewig aan 'n sekerheidsverklaring en daar sal ook van aansoekers verwag word om 'n onderhoud- en evalueringsproses te deurloop en waar van toepassing, 'n vakoets af te lê.
10. Die munisipaliteit eerbiedig die bepalinge van die Wet op die Beskerming van Persoonlike Inligting. Met die inhandiging van u informasie en aansoek bevestig u dat die inligting wat u aan ons verskaf korrek is en 'n ware weergawe van u mees onlangse inligting.
11. Voorkeur sal verleen word aan interne en plaaslike kandidate binne Bergrivier Munisipale area.

'n Dekbrief met vermelding van ten minste twee kontakbare verwysings (lynbestuurders, ondergeskiktes of eweknieë), vergesel van die voltooide voorgeskrewe aansoekvorm (op aanvraag verkrygbaar by Tel: 022 913 6000 of op die munisipaliteit se webwerf by www.bergmun.org.za), 'n Curriculum Vitae (maksimum 3 bladsye) en gesertifiseerde afskrifte van die nodige kwalifikasie sertifikate, identiteitsdokument en bestuurderslisensie (slegs een pos per aansoekvorm) moet by die Munisipale Kantore, Piketberg ingedien word of kan ge-pos word na Posbus 60, Piketberg, 7320 vir die aandag van Me W Terry Thomas, om haar te bereik teen nie later nie as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM: DINSDAG, 18 OKTOBER 2022 OM 15:30

ADV H LINDE
MUNISIPALE BESTURDER

MK223 /2022

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320