



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. Women and persons with disabilities are encouraged to apply.

Bergrivier Municipality with its head office in Piketberg and approximately a 90 minutes' drive from Cape Town currently has the following vacancy and awaits applications from competent persons who comply with the minimum job requirements.

VACANCY

INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

INTERNAL AUDITOR (PIKETBERG)

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

REF: MM3/015/PB

Qualifications: A relevant 3-year qualification with preference in Auditing or Internal Audit as a major and registered with a recognised profession;
Computer Literacy: MS Office; and
Code B driver's license

Experience: 5 - 8 years' or more experience which includes 2 years' supervisory experience

Requirements: Proficiency in at least two of the official languages of the Western Cape (Afrikaans/English/Xhosa-Read, Write and Speak) · Minimum competency levels as required by Municipal Financial Regulations or attainment of the minimum competencies within a period of 18 months from date of appointment · Statutory requirements dictate that the incumbent in this post has knowledge of the auditing process, applications and principles to enable analysis, evaluation and reporting · High level of integrity and ability to handle confidential information · Good analytical skills · Good interpersonal relations skills · Tactful, assertive and responsible · Report writing skills · Basic knowledge of general business administration, Risk Management, Corporate Governance and Financial Management · Good administrative and organisational skills · A professional approach to duties, including commitment of time and effort · Ability to do independent research · Communication skills verbal and writing · Must be prepared to attend meetings after hours · Work overtime when necessary · Meet deadlines as required · Be prepared to assist with duties as assigned by the Municipal Manager.

Job purpose: The manager Internal Audit / Chief Audit Executive (CAE) strategically manages the Internal Audit (IAA) by compiling a three year rolling risk-based audit plan and an annual flexible operational plan (planned audits) that includes management concerns. These plans are submitted to the Audit Committee for review and approval. The plans, including any special tasks or projects requested by Management and the Audit Committee are implemented and the execution thereof monitored. The IAA offers independent consulting services to Management for proactively identifying risks and implement sufficient controls in respect of systems developments to ensure the achieving of Council's objectives. Periodic reporting is done to the Performance and Audit Committee and Municipal Manager regarding the execution of the audit plan, special investigations / projects, summarizing results of audit activities and the implementation of audit findings (Auditor-General & Internal Audit). Maintain professional audit staff with sufficient knowledge, skills, experience and professional certifications by means of on-the-job training, internal / external training as well as own skills development. Responsible and accountable for the management and the professional performance of the IAA.

Key Performance Areas:

Development of Policies and Procedures · Compilation of Strategic three (3) year plan · Audit Planning (Annual Planned Audits) · Resource Management · Budgeting · Induction · Planning of Internal Audit assignments · Monitor Compliance · Audit investigations · Control Audit Activities · Implementation of Recommendations · Performance Management · Consulting Services · Communication and Reporting · Personnel productivity and performance · Supervision and control · Coordination and reporting to Auditor-General, National Treasury and Provincial Treasury · Reporting to Performance and Audit Committee · Secretariat to the Performance and Audit Committee · Secretariat to the Municipal Public Accounts Committee (MPAC) · Secretariat to the Risk Committee · Risk Management Responsibilities · Any other related duty as requested by the supervisor.

This Competency level for this position is a level 3 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 538 908.00 per annum (T15 of a Category 3 Local Authority) plus Car Allowance
Date of acceptance:	01 May 2024 or as soon as possible
Enquiries:	Adv. H Linde at 022 913 6011 / 6012

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, up to date and correct.
11. Preference will be given to candidates within the Bergrivier Municipal area (WC013).
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.

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 9136000 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 (Aurora, Eendekuil, Redelinguys, Piketberg, Porterville & Velddrif) within the municipal area or posted to PO Box 60, Piketberg, 7320 or by courier to 13 Church Street, Piketberg, 7320, for the attention of Mr DF Verhoog, to reach him by no later than the closing date.**

You should note that the Municipality does not accept responsibility for applications that are mailed or sent by courier and are received late or not at all. The onus is still on you to ensure that your application reaches the municipality before the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 09 FEBRUARY 2024 AT 15:00

**ADV. H LINDE
MUNICIPAL MANAGER**

MN 13/2024

**13 CHURCH STREET
PO BOX 60
PIKETBERG
7320**



BERGRIVIER MUNICIPALITY

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. Vroue en persone met gestremdhede word aangemoedig om aansoek te doen.

Bergrivier Munisipaliteit, met sy hoofkantoor te Piketberg en ongeveer 90 minute vanaf Kaapstad, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen.

VAKATURE **INTERNE & EKSTERNE AANSOEK SAL OORWEEG WORD**

INTERNE OUDITEUR (PIKETBERG)

DIREKTORAAT: KANTOOR VAN DIE MUNISIPALE BESTUURDER

VERW: MM3/015/PB

Kwalifikasie: 'n Toepaslike 3-Jaar kwalifikasie met voorkeur in Ouditkunde of Interne Oudit as hoofvak en geregistreer met 'n erkende professionele liggaam.
Rekenaargeletterdheid: MS Office; en
Kode B bestuurslisensie

Ondervinding: 5 - 8 Jaar relevante ondervinding wat 2 jaar se toesighoudende ondervinding insluit

Posvereistes: Bevoegdheid in ten minste twee van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa – Lees, skryf en Praat) · Minimum vaardigheidsvlakke soos vereis deur Munisipale Finansiële Regulasies of verkryging van die minimum vaardighede binne 'n tydperk van 18 maande na datum van aanstelling · Statutêre vereistes bepaal dat die posbekleër in hierdie pos kennis moet hê van die auditproses, toepassing en beginsels om ontleding, evaluering en verslagdoening moontlik te maak · Hoë vlak van integriteit en vermoë om vertroulike inligting te hanteer · Goeie analitiese vaardighede · Goeie interpersoonlike vaardighede · Taktvol, selfgeldend en verantwoordelik · Verslagskryfvaardighede · Basiese kennis van algemene besigheidsadministrasie, risikobestuur, korporatiewe bestuur en finansiële bestuur · Goeie administratiewe en organisatoriese vaardighede · 'n Professionele benadering tot pligte, insluitend toewyding van tyd · Vermoë om onafhanklik navorsing te doen · Bereid wees om vergaderings na-ure by te woon · Werk oortyd wanneer nodig · Voldoen aan spertye soos vereis · Bereid wees om hulp te verleen met pligte soos opgedra deur die Munisipale Bestuurder.

Doel: Die bestuurder Interne Oudit/Hoofoudit Uitvoerende Bestuurder (CAE) bestuur die Interne Oudit (IAA) strategies deur 'n drie-jaar deurlopende risiko-gebaseerde ouditplan en 'n jaarlikse buigsame operasionele plan (beplande oudits) wat bestuursbepalings insluit, saam te stel. Hierdie planne word aan die Ouditkomitee voorgelê vir hersiening en goedkeuring. Die planne, insluitend enige spesiale take of projekte wat deur Bestuur en die Ouditkomitee versoek word, word geïmplementeer en die uitvoering daarvan gemonitor. Die IAA bied onafhanklike konsultasiedienste aan Bestuur om risiko's proaktief te identifiseer en voldoende beheermaatreëls ten opsigte van stelselontwikkelings te implementeer om die bereiking van die Raad se doelwitte te verseker. Periodieke verslagdoening word aan die Prestasie- en Ouditkomitee en Munisipale Bestuurder gedoen oor die uitvoering van die ouditplan, spesiale ondersoeke/projekte, opsomming van resultate van ouditaktiwiteite en die implementering van ouditbevindinge (Ouditeur-generaal & Interne Oudit). Handhaaf professionele ouditpersoneel met voldoende kennis, vaardighede, ervaring en professionele sertifisering deur middel van opleiding op die werk, interne / eksterne opleiding sowel as eie vaardigheidsontwikkeling. Verantwoordelik en aanspreeklik vir die bestuur en die professionele prestasie van die IAA.

Sleutelprestasiereas: Ontwikkeling van Beleide en Prosedures · Samestelling van Strategiese drie (3) jaar plan · Ouditbeplanning (Jaarlikse Beplande Oudits) · Hulpbronbestuur · Begroting · Induksie · Beplanning van Interne Oudit-opdragte · Monitor Voldoening · Ouditondersoeke · Beheer van ouditaktiwiteite · Implementering van aanbevelings · Prestasiebestuur · Konsultasiedienste Kommunikasie en Verslagdoening · Personeelproduktiwiteit en -prestasie · Toesig en beheer · Koördinerende verslagdoening aan Ouditeur-generaal, Nasionale Tesourie en Provinsiale Tesourie · Verslagdoening aan Prestasie- en Ouditkomitee · Prestasie- en Ouditkomitee · Sekretariaat van die "Municipal Public Accounts Committee" (MPAC) · Sekretariaat van die Risikokomitee · Risikobestuursverantwoordelikhede · Enige ander verwante pligte soos deur die toesighouer versoek.

Die bevoegdheidsvlak vir hierdie pos is 'n vlak 3 soos bepaal in Bylae A van die Munisipale Persooneelregulasies Staatskennisgewing R890 soos afgekondig in Staatskoerant 45181 gedateer 20 September 2021 en bestaan uit die volgende bevoegdhede:

Kern Professionele Bevoegdhede	Funksionele Bevoegdhede	Bevoeghede t.o.v Openbare Diensoriëntering	Persoonlike Bevoegdhede	Bestuur / Leierskap Bevoeghede
<ul style="list-style-type: none"> • Skriftelike kommunikasie • Mondelinge kommunikasie • Navorsing en ontleding • Voorspraak / onderhandeling • Etiek en Professionalisme • Organisasoriese bewustheid 	<ul style="list-style-type: none"> • Interne ouditering • Betrokkenheidsbestuur • Inligtingbestuur 	<ul style="list-style-type: none"> • Interpersoonlike verhoudings • Kommunikasie • Dienstelewerings-oriëntering • Kliëntoriëntering en klantefokus 	<ul style="list-style-type: none"> • Aksie-en uitkomst oriëntering • Volharding • Gereedheid vir verandering • Kognitiewe vermoë • Leer-oriëntering 	<ul style="list-style-type: none"> • Impak en Invloed • Spanoriëntering • Afrigting en mentorskap • Strategiese vermoë/leierskap of rigtingbepaling

Salaris:	R 538 908.00 per jaar (T15 van 'n Kategorie 3 Plaaslike Owerheid) plus Motortoelaag
Diensaanvaarding:	01 Mei 2024 of so gou as moontlik
Navrae:	Adv. H Linde by 022 913 6011 / 6012

ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris is, waar van toepassing, sal betaalbaar wees en word aangevul deur die normale voordele van toepassing op die Munisipaliteit, insluitend 'n behuisingstoelaag vir huiseienaars, onderhewig aan sekere voorwaardes.
2. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalings 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 polisieklaring 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. Gunswerwing by enige raadslid en/of enige lid van die aanstellingskomitee en/of enige personeellid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
8. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbektelers 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 vakttoets af te lê.
10. Die munisipaliteit eerbiedig die bepalings 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 onlangse inligting.
11. Voorkeur sal verleen word aan kandidate binne Bergrivier Munisipale area (WC013).
12. Daar sal van suksesvolle kandidate verwag word om 'n dienskontrak, openbaringmaking van voordele en belange en 'n prestasiekontrak (waar van toepassing) met die werkgewer te onderteken.

'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** kan by enige van die **onderskeie Munisipale Kantore (Aurora, Eendekuil, Redelinghuys, Piketberg, Porterville & Velddrif)** binne die munisipale gebied ingehandig word of gepos word na Posbus 60, Piketberg, 7320 of per koerier na Kerkstraat 13, Piketberg, 7320, vir die aandag van Mr. DF Verhoog, om hom te bereik teen nie later nie as die sluitingsdatum.

U moet kennis neem dat die Munisipaliteit nie verantwoordelikheid aanvaar vir aansoeke wat gepos of per koerier gestuur word en laat of glad nie ontvang word nie. Die onus berus nog steeds op u om te verseker dat u aansoek die munisipaliteit voor die sluitingsdatum bereik.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM : VRYDAG, 09 FEBRUARIE 2024 OM 15:00

**ADV. H LINDE
MUNISIPALE BESTUURDER**

MK 13/2024

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**