

Incorporating Grahamstown, Aliceedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Grahamstown. The Makana Municipality is an equal opportunity and Affirmative Action Employer, committed to the Employment Equity Act (55 of 1998). Previously disadvantaged individuals and people with disabilities are encouraged to apply.

VACANCIES/ IMISEBENZI/BETREKKINGS

EXTERNAL POSITIONS

INTERNSHIP PROGRAMMES

| Position | Key Requirements | KPA's | Competence / Skills Required | Duration | Stipend |
|-----------------------------------|--|--|--|----------------------------|-------------------|
| 2 X Financial Interns | Grade 12 plus National Diploma or Degree (Minimum 3 year qualification) in Accounting, Auditing, Supply Chain Management, Municipal Finance and Economics. | Implementation of GRAP and Budget reforms; Financial and performance reporting; Change risks and project management; Expenditure and revenue management; Supply chain / procurement management; Implementation of MFMA; Asset management; Development and implementation of financial policies. | Computer Literacy; Communicate in at least 2 of the three official languages of Makana (English, Afrikaans or Xhosa); Accuracy Attention to detail | 2 Year Fixed Term Contract | R79 200 per annum |
| 2 X Internal Audit Interns | Grade 12 plus Completed National Diploma or Degree (Minimum 3 year qualification) in Internal Auditing; or Accounting and Auditing as major subjects | Provide independent assurance that an organization's risk management, government and internal control processes are operating effectively. Perform Risk Assessment and Auditing identifies environmental, operational and compliance risks and auditing for the Municipality. Internal auditor is essentially concerned with evaluating an organization's management of risk. As per approved internal audit plan by the | Computer Literacy, will be introduced to audit software. Communicate in at least 2 of the three official languages of Makana (English, Afrikaans or Xhosa Accuracy Attention to detail Applicable legislative and regulatory framework, Municipal Financial Management Act, National Treasury Internal Audit | 2 Year Fixed Term Contract | R79 200 per annum |

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| | | <p>audit committee, identify activities within the Auditee's environment, internal control and accounting / financial system analysis, inherent and control risks associated with the audit and formulating a conclusion in respect of audit work performed and report to Senior Internal Auditor. Observing and detecting findings through audit tests performed and determining or assisting in listing the causes of and reasons for problems / errors / deficiencies and reporting the resulting impact to the supervisor. Perform fieldwork: documentation of client processes, procedures and additional information. Review any changes in operations since the last audit. This will result in narratives, flowcharts and document samples obtained from interviews with key personnel and office manuals and policies. Ensuring that the process flow is documented in accordance to internal audit methodology and identify control processes. Prepare major findings, root causes, impact and recommendations. Performs audits in line with the Professional Code of Ethics of the</p> | <p>Framework, Public Service Ant-corruption strategy, King IV; International Professional practise Framework, Code of Ethics, Institute of Internal Auditors, Public Sector Risk Management Framework, Government Accounting Standards (GRAP) Framework for Managing Programme Performance Information.</p> | | |
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| | | Institute of Internal Auditors. | | | |
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Please note: No experience is required, the interns will work closely with Finance Managers and Manager Internal Auditor. Candidates must be between the ages of 18 and 35 years old. Preference will be given to local graduates in the relevant field.

The MFMIP is a structured professional training and work experience programme with the goal of providing high-quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by MFMA Act 56 of 2003 and the underlying reforms.

These internships targets suitable candidates that reside within area of jurisdiction of Makana Municipality only.

NOTE: All applications must be made on the Official Application form that can be downloaded on our website www.makana.gov.za accompanied by a comprehensive CV together with certified copies of Identity Document, Qualifications, where required and other documents. Failure to comply with the above will result in disqualifying your application. Canvassing of Councillors and Officials will automatically disqualify any application. All applications may be emailed to recruitment@makana.gov.za indicating the position title on the subject line or hand-delivered to The HR Manager, Makana Municipality, 86 High Street, City Hall Grahamstown or posted to P. O. Box 176, Grahamstown 6139. No late / faxed applications will be accepted. Enquiries may be directed to the HR Practitioner on 046 603 6110.

CLOSING DATE: 5 OCTOBER 2020



MR. M. MENE MUNICIPAL MANAGER