



MAKANA
MUNICIPALITY | EASTERN CAPE
...a great place to be



200 YEARS
reflect and imagine
...the making of a great place to be

Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned positions based in Grahamstown. The Makana Municipality is an equal opportunity and Affirmative Action Employer.

VACANCIES/ IMISEBENZI/BETREKKINGS

EXTERNAL POSITIONS

POST 1: 1 X INTERN: INTERNAL AUDIT (Under National Treasury)
24 MONTHS FIXED TERM CONTRACT

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

SALARY SCALE: R79 200 per annum (THERE ARE NO BENEFITS ATTACHED TO THIS POSITION)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric / Grade 12. A three (3) year recognised B. Com degree or National Diploma majoring in Internal Auditing or with Accounting III. 0 – 3 years public sector experience.

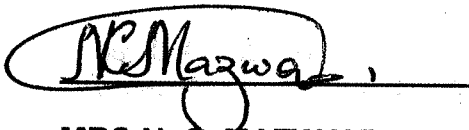
COMPETENCE/SKILLS REQUIRED: Computer literacy. Applicable legislative and regulatory framework, Municipal Financial Management Act. National Treasury Internal Audit Framework. Public Service. Anti-corruption strategy, King VI Report, International Professional Practice Framework, Code of Ethics, Institute of Internal Auditors, Public Sector Risk Management Framework, Government Accounting Standards (GRAP) Framework for Managing Programme Performance Information.

KEY PERFORMANCE AREAS: Evaluating an organization's management of risk. As per approved internal audit plan by the Audit Committee, identify activities within the Auditor'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 reason(s) 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. Perform audits in line with the Professional Code of Ethics of the Institute of Internal Auditors.

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, driver's licence 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. Same should be posted to The HR Manager, Makana Municipality, P.O Box 176, Grahamstown, 6140. **No late / faxed / emailed applications will be accepted.** First preference will be given to internal and local municipal applicants who meet the inherent requirements of the job. Enquiries: Miss Zani Siqwede, H.R. Practitioner (E-Mail: nsiqwede@makana.gov.za).

CLOSING DATE: 01 DECEMBER 2017

A handwritten signature in black ink, appearing to read 'N. C. Mazwayi', is written over a horizontal line. The signature is enclosed in a hand-drawn oval.

MRS N. C. MAZWAYI: ACTING MUNICIPAL MANAGER