Dr. Beyers Naudé
MUNICIPALITY | MUNISIPALITEIT | uMASIPALA
rising together for development

INTERNAL ADVERTISEMENT
DEPARTMENT: INTERNAL AUDIT SERVICES

Applications are hereby invited from suitably qualified and experienced persons for the following vacant positions:

POST: MANAGER INTERNAL AUDITOR
SALARY TK 16
SALARY SCALE: R707 940 - R918 912
QUALIFICATION AND EXPERIENCE REQUIRED

- Relevant Tertiary Degree/ B. Degree in Accounting and Auditing 3, NQF Level 7.
- Professional member of the IIASA and certified fraud examiner (CFE).
- Code EB Driver's License.
- Computer Literate – Office Applications
- Report writing
- Interpersonal skills
- 5 Year relevant experience

CORE RESPONSIBILITIES
INTERNAL AUDIT MANAGEMENT FUNCTIONS
PLANNING & CONTROLS

Identifies with the broad Internal Audit Services strategy and defines, implements and monitors short term plans/ objectives by:

- Communicating with the Municipal Manager on specific Key Performance Areas (communication, relationship management, strategic policy implications) with a view to aligning functions and objectives.
- Analysing the adequacy of current audit approaches, assessing and evaluating the exposure and risk of the municipality, and submits reports supporting specific provisions associated with Internal Audit Services interventions.
- Keeping abreast of legislative changes and National Government requirements with respect to access to audit information and formulating methodologies/ policies dictating procedural applications for consideration and approval.
- Developing and implementing long term strategies, audit policies and plans, including Annual Audit Plan on risk evaluation.
- Analysing the effectiveness of the functionality in maintaining positive perceptions with the immediate and broader community and implementing corrective measures

to align structures and systems.

- Providing advice/ opinions to the Executive on the audit process, through the analysis and evaluation of attitudes and needs of the municipality.
- Interpreting situational and contextual issues and researching relevant topics to enable the preparation of audit documentation, including information needs of the Audit Committee and Auditor General.

PERSONNEL AND PERFORMANCE MANAGEMENT

Controls the Key Performance Indicator's and outcomes of personnel within the Branch by:

- Defining/ adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements.
- Conducting appraisals to measure performance against agreed objectivities, counselling and consulting with personnel on developmental goals, career paths and, short-term targets and standards.
- Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department.
- Analysing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.

OPERATIONAL MANAGEMENT
AUDIT MANAGEMENT

Plans and manages key processes, procedural and risk applications associated with the functionality by:

- Reviewing the accuracy, reliability and integrity of significant financial, managerial and operating information, and that significant legislative/ regulatory issues impacting on the organization are recognized and addressed appropriately.
- Drafting/ reviewing policy issues pertaining to Audit Committee and Internal Audit Charters, fraud awareness and prevention, code of conduct, including corporate policies affecting risk management.
- Verifying employee compliance with policies, laws and regulations, and standards and that resources are acquired economically, used efficiently and is adequately protected.

- Leading and coordinating special investigations/ forensic audit investigations requested by General Managers/ Municipal Manager/ Mayor/ Council.
- Performing final review of all audit files/ reports for quality and completeness.
- Facilitating the approval of fraud prevention policies through effecting the relevant approval processes i.e. forwarding the drafts to the Audit Committee, Executive Committee, to Council, and publishing approved policy for internal implementation.

INFORMATION MANAGEMENT AND RECORDKEEPING

Manages the scope and procedural administrative requirements and reporting deadlines associated with the functionality by:

- Establishing priorities and approving administrative changes to be affected with respect to the management of general audit and risk management support imperatives.
- Preparing Audit Committee and Steering Committee agendas and minutes.
- Reviewing the compilation of risk assessment questionnaires and compiling annual audit report on risk assessment.
- Making available documentation to substantiate reasoning for specific actions/ decisions to the Audit Committee/ Municipal Manager and/or Auditor General.
- Analysing qualitative and quantitative reports on the status of the Audit Services functionality with respect to the achievement of specific measures and qualifies statistical based conclusions to the Municipal Manager/ Audit Committee through the provision of detailed explanations and/ or recommendations.

COMMUNICATION

Disseminates communication strategies aimed at creating awareness and/ or seeking acknowledgement by:

- Disseminating information through publications and presentations outlining critical Audit interventions, scope, and coverage.
- Formulating and recommends guidelines to resolve audit issues, and conducting presentations/ workshops for management, council and the public.
- Participating in Audit Committee and Audit Steering Committee with a view to interacting and leading discussions on the implementation of Audit & Risk Management support strategies and constraints.
- Communicating with external auditors and Auditor General.
- Managing and operating an Anti-Fraud hotline.

All applicants must complete the official Dr Beyers Naude Local Municipality application form which must be accompanied by a detailed curriculum vitae plus certified copies of all qualifications of applicants and at least two recent testimonials which must reach the Human Resources Officer, (Mrs.H.C.Wessels) at Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280, or Email: recruitment@bnlm.gov.za not later than **Friday, 11 September 2026,** late applications will not be considered. The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies. Applicants who have not been contacted within six weeks from the closing date should consider themselves unsuccessful. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. Council reserves the right not to fill the vacancy.

DR E.M. RANKWANA
MUNICIPAL MANAGER

P.O. Box 71
Graaff-Reinet
6280

REFERENCE NR: 114/2026