

**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

Applications are invited from suitably qualified and experienced applicants to fill the following temporary post:

OFFICE OF THE CITY MANAGER

MANAGER – INTERNAL AUDIT: GOVERNANCE & INTERNAL AUDIT

TASK GRADE 15: R 634 006.71

Ref. No. 59/24

(Temporary post for 3 months)

Requirements:

- M+3 in Auditing or Accounting field
- IIA qualification – Internal Audit Technician (IAT)
- Computer literate
- Valid code B/EB driver's license
- Five (5) years with knowledge of legislation affecting the organization
- A minimum of three (3) years at supervisory level preferably at Local Government
- Project Management skills
- Ability to communicate with officials at all levels

Key Performance Areas:

- Assesses, evaluates and analysis the control environment
- Development of the Annual Audit Plan
- Plans audit projects
- Reviews and audits files
- Monitors internal audit findings
- Provides secretariat duties to the Audit Committee.

Competencies as listed below:

Organizational Awareness

- Knowledge and understanding of the municipality's functional Directorates

Interpersonal Relationships

- Relates to people at all levels of the organization

Team Orientation

- Works effectively with people from other organizations / departments and manage in a competitive environment

EASE NOTE:

Enquiries regarding the above posts can be made to Mr Z. R. Shweni on 043 705 2706 or Ms M. M. Mokoena on 043 705 2750

Candidates who are suitably qualified as per the minimum requirements for the post set out in the advertisement are to submit a copy of their curriculum vitae together with a covering letter, along with the relevant required documentation for a specific post. (i.e. certified copies of certificates not copies of certificates, diplomas, degrees, Identity Document and drivers' licenses, where applicable). Non-submission of the required supporting documentation may disqualify a candidate. Candidates are advised that the obligation rests upon them to demonstrate that they meet the minimum requirements specified for the post. Any candidate who does not meet the minimum requirements will be automatically disqualified.

Fraudulent qualifications or any information submitted and the canvassing of councilors or officials will disqualify any candidates with immediate effect. Candidates are cautioned that documentation and information provided is checked with relevant authorities and fraudulent submissions may also lead to criminal charges being laid against persons involved in submission thereof.

Candidates will be required to undergo a defensive driving or physical/practical test where applicable.


Buffalo City Metropolitan Municipality reserves the right not to fill any or all of the positions advertised at the sole discretion of Council.

Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 22 November 2024

NOTE: The Buffalo City Metropolitan Council is committed to the provisions of the Employment Equity Act (Act No. 55 of 1998) for the advancement of previously disadvantaged and disabled persons.

Should candidates not be notified of the outcome of their applications within twenty-eight (28) days of the closing date, they may regard themselves as having been unsuccessful.



 YAWA
 HUMAN RESOURCES
 MANAGER
 15/11/2024