



# FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITEIT  
MASEPALA WA SEDIKA / U MASEPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and the pursuit of quality in service rendering. The municipality has the following vacancy:

**DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER**  
**VACANCY: INTERNAL AUDITOR**

Ref. no: 20/23

## PERMANENT POSITION TASK 11

**Basic salary: R305 076.00 – R395 952.00 (plus benefits: Pension, Medical aid scheme, Group life insurance, Housing subsidy, 13th cheque)**

**Requirements:** The applicant must be in possession of a National Diploma in Internal Audit/Accounting. A minimum of two to three years relevant experience. A valid code 8 Drivers' license.

**Knowledge, skills, training and competencies required:** To be a member of an applicable professional body, Institute of Internal Auditors, knowledge of Municipal Finance Management Act (MFMA) and Treasury Regulations. Understanding of the Institute of Internal Auditors International Standards for Professional Practice of Internal Auditing. Computer literacy. Good writing and interpersonal communication skills and have the ability to work under pressure and take initiatives.

**Key Performance Areas:** Assessing and evaluating the adequacy and effectiveness of the internal audit controls, procedures and processes. Assist with the development of system description and audit program, performing of the audit fieldwork in terms of the audit program, drafting of audit reports, obtain preliminary management comments and verbally communicate findings to management. Delivering audit outputs including final reports within agreed timeframes and in accordance with internal audit standards. Evaluate the audit committee's response and perform follow-up audits. Conduct ad-hoc assignments / investigations as and when requested by management. Take part in the preliminary and closing meetings with the audit committee. Provide administrative support to the audit committee and assist in ensuring that internal audit reports to the Audit Committee are prepared and available on time.

**Appointments will be made according to the municipality's employment equity policy and affirmative action practices. The completion of application forms is mandatory and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by certified copies of ID and qualifications not older than 3 months.**

**Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.**

**Application forms are available from the municipal office and/or may be downloaded from the municipal website; [www.francesbaard.gov.za](http://www.francesbaard.gov.za). Enquiries can be directed to: Mrs. Pulane Matsitse/Mrs. Lesedi Job Tel: 053-838 0912/911.**

**Note: Designated groups, including people living with disabilities, are particularly encouraged to apply.**

**FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED**

**Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. The District Municipality reserves the right to make no appointments.**

**Closing Date: 11 October 2023**

**MUNICIPAL MANAGER, MS ZM BOGATSU**