



INTERNAL AUDITOR
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OFFICE OF THE MUNICIPAL MANAGER
REF: MM/IA/CPA/004

Minimum requirements: National Diploma Internal Auditing • Membership of the Institute of the Internal Auditors (IIA) • 3-years' relevant experience in internal auditing to ensure knowledge of internal auditing to be able to deliver professional services in line with the IIA Global Internal Audit Standards • Valid Code B driver's license • Computer literacy in MS Office.

Added advantage: BCom/ BTech: Internal Auditing • Internal Audit Technician (IAT) • Completed internship in Internal Auditing • Certified Internal Auditor (CIA) • Excess of 3 years extended experience and training in Internal Auditing, Financial Administration and General Administration, with experience in: • Information Systems • Systems security • Networks and Internet • General controls in the areas of Computer operations and • Standards for Professional Practice of Internal Auditing.

Duties/Responsibilities: **Planning the Audit Engagement:** Plan each assigned project with team members • Prepare notification letter (APM) for supervisor review • Ensure that, where necessary, proper benchmarking of process, control and governance activities is performed • Ensure that audit work is in compliance with the International Standards for Professional Practice of Internal Auditing and other standards set by the Section • Compile/review system descriptions and internal control questionnaires in accordance with the Section's Methodology.

Executing the Audit Engagement: Execute assigned work programmes that cover the scope and objectives that are based on the risk analysis of the relevant project as approved by the Senior Internal Auditor • Determine the sampling method and sample size using the Internal Audit methodology for detailed testing • Prepare working papers to substantiate the audit work performed on the assigned project • Assess the system of internal controls and identify possible weaknesses that do not mitigate the risks to report on • Clear coaching notes raised on all project files and electronic working papers within the requested timeframes • Ensure that audit work and evidence are properly documented within the Section's Audit Management System, as per the Section's methodologies, to substantiate the contents of the audit report. Determine and run CAATS on data received from client areas identified.

Communicating and Reporting on the Audit Engagement: Prepare findings and recommendations on the identified weaknesses on all projects for approval by the Senior Internal Auditor • Discuss findings and recommendations with client, agree thereon with the client and obtain an action plan from the client • Prepare draft audit project reports on findings complete with management comments for review by the Senior Internal Auditor based on the results of the various audit engagements • Obtain approval of the draft report from the Senior Internal Auditor and submit report to the client for management comments • Perform follow up reviews on progress made on corrective actions taken by client management to correct reported deficiencies and report thereon to the Senior Internal Auditor • Ensure that audit work performed receives positive satisfaction ratings from clients, Audit and Performance Audit Committee (APAC) and reliance by the Auditor General South Africa (AGSA).

Administrative and Supervisory Function(s): Coach/ mentor Interns • Review Interns working papers • Assist with ad-hoc requests • Attend training courses/seminars/conferences to ensure continuous professional development • Keep personal timesheet up to date and submit monthly to the Senior Internal Auditor for approval • Timely complete own Performance Appraisal on each project • Performing administrative tasks relating to membership of the IIA.

Job related enquiries: Mr Lunga Mvandedwa 021 808 8555

General Enquiries: Ms. Lucretia Koegelenberg 021 808 8102 or Ms. Evan Williams 021 808 8059 or Ms. Lisa Patience 021 808 8064

Salary: R 356 261.52 – R 462 450.15

Plus benefits

Applications, clearly marked and accompanied by the application form, a comprehensive CV, certified copies of qualifications, licenses and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: officemjobs@stellenbosch.gov.za

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted. Application forms can be found on the Stellenbosch Municipal website <https://stellenbosch.gov.za>

Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned. Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Closing date: 16 January 2026



Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za The Council reserves the right not to make an appointment and to add/amend/change the salary package.