STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

CHIEF AUDIT EXECUTIVE: INTERNAL AUDIT
OFFICE OF THE MUNICIPAL MANAGER
REF: MM/IA/01

Minimum Requirements: B Degree in Internal Auditing or Auditing, Accounting, Finance or Business Management • Membership of the Institute of the Internal Auditors • 8-years or more experience in auditing in a municipal environment of which 2- 5 years should be at managerial level covering all aspects of the audit functions depicted in the IIA standards• Compliance with Municipal Minimum Competency levels or if not compliant must be compliant within 18 months after appointment• Valid Code B driver's License● Membership of relevant professional body.

Other Requirements: Good management, human relations, interpersonal and communication skills • High level of integrity and ability to deal with confidential and sensitive information • High level of responsibility • Ability to work independently and under pressure • Good analytical skills • Broad knowledge of general financial administration, risk management and performance management • Good administrative and organizational skills • Ability to do independent research • Good report writing skills • Tactful assertive and responsible • Broad knowledge of the functions, operations and legislation of municipalities • Must maintain confidentiality • Ability to handle conflict.

Added advantage: Certified Internal Auditor (CIA), Post Graduate Degree/ Diploma in Internal Audit/Finance/Accounting/Business Management qualification

Duties/Responsibilities: Initiate and manage strategic and procedural change • Ensure and manage the audit universe of the municipality by development of an audit universe that represents the potential range of all audit activities • Establish and maintain relationships to ensure adequate and effective communication of the internal audit findings and recommendations on improving the control, risk and governance environment to assist the organization in achieving its goals • Ensure that the organization comply with the requirements of the Constitution of the Republic of South Africa, 1996 • Coordination of assurance functions to ensure proper coverage and minimize duplication of efforts • Co-ordinating specific processes to support the formulation of Stellenbosch Municipality Internal Audit Strategy and Audit Plan and Program • Ensure that strategic objectives of the Division are consistent with those of the municipality achieved and comply with the Global Internal Auditing Standards and legislation • Ensure that information, advice, opinions and approvals on relevant matters, communicated through the various mediums are timely and accurately interpreted through the provision of adequate and clear explanation and facts • Ensure compliance with relevant legislative prescripts and the Global Standards for Internal Auditing • Ensure that resource requirements of the Division are sufficient to assist the municipality towards achieving its objectives • Ensure adequate progress with the implementation and execution of the internal audit plan • Ensure the understanding and knowledge of the disciplines/ functions of the municipality and to ensure achievement of the municipal objectives • Consistently maximise performance and quality of staff outputs • Assist the organization to accomplish its objectives by bringing a systematic discipline approach to evaluate and improve the effectiveness of risk management, control and governance processes • Provide an independent and objective assurance and consulting activity designed to add value and improve the organization's operations • Ensure that the functions of the Audit and Performance audit Committee are effective and efficient • Interact between the Audit and Performance audit Committee and the municipality in compliance with relevant legislation • Monitoring compliance and conducting internal audits to determine the extent of various or non-conformance to statutory requirements, policies and procedures • Provide independent assurance to Executive Management and the Audit and Performance Audit Committee on the adequacy and effectiveness of the enterprise-wide risk management and fraud prevention process of the Municipality, to ensure good governance and compliance with the relevant legislation and Global Internal Auditing Standards • Preparing and presenting Internal Audit Reports with the implementable recommendations and providing guidance on the interpretation of principles of governance and internal controls • Consistently ensure that effective and efficient performance management within a Municipality is carried out • Ensure that organizational risk is sufficiently mitigated to achieve municipal objectives efficiently, effectively and economically, including compliance with relevant legislation and the Global Internal Auditing Standards • Ensure good governance within the municipality to achieve National, Provincial and Local Government objectives • Ensure information, advice or opinions on relevant matters, communicated through the various mediums is accurately interpreted through the provision of adequate and clear explanations and fact.

Job related enquiries: Ms. Geraldine Mettler 021 808 8025

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

Salary: R 784 917.77 – R 1 018 887.68 **Plus benefits**

Applications, clearly marked and accompanied by an application form of Stellenbosch Municipality, a comprehensive CV, certified copies of qualifications 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: officemmjobs@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: 17 February 2025

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