

MATJHABENG MUNICIPALITY



INTERNAL/EXTERNAL ADVERTISEMENT

OFFICE OF THE MUNICIPAL MANAGER

INTERNAL AUDIT

CHIEF AUDIT EXECUTIVE

SALARY: R861 048 p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance*)

POST LEVEL: 2

MINIMUM REQUIREMENTS

Applicable post graduate qualification (NQF Level 8) in Internal Auditing or equivalent. 8 years' relevant experience in auditing and at least 5 years' middle management experience. A professional designation, such as Certified Internal Auditor (CIA), Certified Information Systems Auditor, Registered Government Auditor, Chartered Accountant, and other relevant certifications and credentials is preferred. A comprehensive understanding of local government legislation. Knowledge and experience of the MFMA, Treasury Regulations and legal framework on Internal Audit Function (IAF) and Audit Committees, as well as the Global Internal Audit Standards (GIAS) and leading internal audit practices. A high level of personal and professional ethics. Membership of the Institute of Internal Audit of South Africa (IIASA) and/or any other relevant professional bodies. Computer literacy. Valid driver's license.

KEY PERFORMANCE AREAS:

- Control and co-ordinate all audit activities.
- Ensure effective and efficient operational management of the unit.
- Direct and control independent internal audit assurance and advisory services and evaluation of Municipality's operations and activities.
- Develop and implement the internal audit strategy and annual plans, ensuring alignment with municipal objectives.

- Conduct risk-based audits and provide recommendations to improve compliance, governance, risk management and control of the environment.
- Ensure adherence to relevant laws, regulations, and governance frameworks.
- Report audit findings and recommendations to Senior Management and Audit committee.
- Oversee fraud risk management and investigations.
- Lead and manage the internal audit team, fostering a culture of ethics, integrity, excellence and professionalism.
- Stay updated on audit leading practices and implement innovation audit approaches.

MANAGER: INTERNAL AUDIT

SALARY: R775 236 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance)*

POST LEVEL: 3

MINIMUM REQUIREMENTS:

Applicable B-Degree (NQF Level 7) in Auditing or Equivalent plus 8-10 years relevant experience in Audit Environment. Must be a member of Institute of Internal Auditors South Africa (IIASA). Knowledge of the International Standards for Professional Practice of Internal Auditing. Understanding of local government legislations. Postgraduate-qualification or studying towards post-graduate in Auditing or related field will be added advantage. Be computer literate especially in Microsoft Office Products. Valid driver's license.

KEY PERFORMANCE AREAS

- Develop and implement a risk based Internal Audit Plan
- Prepare strategic documents for approval by Audit Committee.
- Provide administrative support to the Audit Committee
- Oversee the unit and work of auditors for quality and compliance to methodology and IIA Standards
- Evaluate effectiveness and adequacy of internal controls, risk management and governance processes.
- Provide assurance services to Accounting Officer and Management
- Manage the implementation of Audit investigative processes to determine non-compliance.
- Provide advice to heads of internal departments on the re-alignment of specific processes, roles and responsibilities to maintain compliance with statutory legislation.
- Review internal audit reports in preparation for Audit Committee meetings.

FINANCE

ACCOUNTING SERVICES

SENIOR MANAGER: ACCOUNTING SERVICES

SALARY: R861 048 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance)*

POST LEVEL: 2

MINIMUM REQUIREMENTS:

NQF Level 8, Honours in Accounting or equivalent. Five (5) to (8) years post article experience with at least two (2) years' experience in Public Sector. Three (3) years Management experience. Three (3) years' experience in drafting financial statements including income statement, balance sheet, cashflow statement, notes, at the Municipal Environment. Strictly registered with a professional body. CA(SA) will an added advantage. Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Municipal Regulations, and any other related legislative requirements. Strong knowledge and understanding of GRAP. Applicant must have a Minimum competency Certificate in Municipal Finance Management programme (MFMP/CPMD) in line with National Treasury regulations or in the process of obtaining (MFMP/CPMD). Valid Driver's License. Applicant must have strong financial technical knowledge. Applicant must have excellent communication skills, written and oral. Applicant must have the ability to work under pressure and go the extra mile. Applicant must have attention to detail, be organized, ethical and have strong leadership skills. Applicant must have good Planning, Organizing and excellent Project Management Skills. Applicant must have the ability and experience in driving Change within an Organization. Applicant must be Pro-active, deadline driven and pay attention to details. Proven ability to work independently and manage multiple shifting priorities in a fast-moving environment. Must be very organized, does not need to be chased. Understanding of software accounting concepts, especially revenue recognition, is a plus. Comfortable working with ambiguity and change. Able to navigate and find best outcomes using resources available. Demonstrates resilience and drive to create a successful outcome.

KEY PERFORMANCE AREAS

- Contribute towards the development of the Unit Strategy and Plan.
- Contribute towards the development and review of financial policies, systems and procedures.
- Prepare detailed accurate and complete financial statements.
- Address queries from the internal and external auditors.
- Accountable for timely, accurate and complete financial reporting.
- Processing of transactions/ journals, monthly reporting of General Ledger.

- Prepare Financial Statements for the Municipality and ensure that all financial submissions adhere to accounting policies and Generally Recognised Accounting Practice (GRAP) Governance.
- Ensure tax, legal statutory, and internal authority compliance.
- Co-ordinate and control personnel performance, productivity, and discipline by monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and / or other approved methods designed to improve and motivate personnel.

Enquiries regarding the above positions:

- Candidates are requested to forward the complete application form and a comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to The Senior Manager Human Resources, P.O Box 708 Welkom 9460 or may hand it to the Municipal Building the Municipal Main Building, Room 5, 3rd Floor, Welkom.
- Applicants are also encouraged to submit their applications online via the municipality's official website: <https://mlmjp.matjhabeng.co.za>.
- Fraudulent qualifications or documentation will immediately disqualify any applicant.
- A candidate who canvasses any Councilor and / or Senior Official for preference will be disqualified immediately from the selection process or from appointment.
- Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)

CLOSING DATE: 26 JUNE 2026

Please note: If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).

Original copy signed

ACTING MUNICIPAL MANAGER