

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

**POSITION** : INTERNAL AUDITOR  
**SECTION** : INTERNAL AUDIT  
**REFERENCE** : MM/IA/05/11/24  
**TOTAL REMUNERATION PACKAGE** : In accordance with job level 6 of Merafong City Local Municipality ( R 424 127.24 per annum excluding benefits)

**REQUIREMENTS:** Grade 12 • A 3-year qualification with preference in Auditing or Internal audit as a major, registered with a recognised profession will be added advantage • 2 – 5 years' experience relevant to audit environment • Computer literacy: MS Office

**RESPONSIBILITIES:** Perform site audits by performing audit processes, including compiling audit evidence to determine the degree of compliance • Assists officials with advice on various queries or problems detected during audits • Develop the engagement plan in the line with the IIA standards and the organization's IA policies and procedures • Prepare and finalize audit report timeously, signed off by Internal Audit Manager/Chief Auditor • Acknowledges the scope of the work and the control audit program devised for staff to perform • Preparing working papers to the appropriate standards and submits audit file to the Chief Internal Auditor for review and to the Manager for final review • Performs work accordance with the Internal Audit Plan and Management requests and compiles audit working papers under the direction of the Chief Internal Auditor. • Relating to the Municipality's Performance Management System (PMS) in order to permit statutory reports to be compiled. • Assists with special investigations by compiling documentation • Maintains documentation of audits by establishing supportable and logical indexed working papers in accordance with the Standards for the Professional Practice • Assess the adequacy and effectiveness of stakeholder action plans by monitoring their implementation and report in writing to the Audit Committee to evaluate the progress of action plans.

**CORE PROFESSIONAL COMPETENCIES** • Written Communication • Oral Communication • Research analysis • Advocacy/Negotiation • Ethics and Professionalism • Organisational Awareness • **Functional Competencies** • Internal Auditing • Engagement Management • Information Management • **Public Service Orientation Competencies** • Interpersonal Relationships • Communication • Service Delivery Orientation • Customer Orientation and Customer Focus • **Personal Competencies** • Action and Outcome Orientation • Resilience • Change Readiness • Cognitive ability • Learning orientation.