



# HARRY GWALA DISTRICT MUNICIPALITY

Harry Gwala District Municipality, situated at 40 Main Street Ixopo, within the Province of KwaZulu-Natal, invites applications from innovative and committed individuals for the under mentioned position.

## OFFICE OF THE MUNICIPAL MANAGER

### SENIOR INTERNAL AUDITOR

Salary Grade: (D4) R507 088.96 – R551 380.98 p.a.  
(Plus applicable benefits) • Ref No. MM O 5/5/4/2/1

**Requirements:** • Grade 12/(Matric) • NQF 6/7 Level in Internal Auditing/Auditing/Financial Accounting or relevant qualification • Plus at least three (3) years' experience in the auditing field which two must be a supervisory experience in the auditing field • Professional registration with the Institute of internal auditors South Africa (IIASA) and External audit background will be an added advantage • A valid motor vehicle driver's licence.

**Skills and knowledge:** • Interpersonal relation and communication skills • Computer literacy, project management • Report writing, research, business process re-engineering, decisiveness and assertiveness, lateral and innovative/analytical thinking • Effective problem solving skills due to professional care • High standards of honesty, objectivity, diligence and loyalty • Knowledge of financial management, presentation and facilitation • Knowledge of application and interpretation of legislations, staff motivation and dispute resolution • Good understanding of GRAP and IIA standards as well as code of ethics, adequate understanding of MFMA, and other legislations, regulation and Framework relating to the municipality.

**Key performance areas:** • Facilitating the assessment of economy, efficiency and effectiveness of operations within the Municipality • Preparing an Audit Planning Memorandum for all audit assignments for review and approval by the Director: Internal Audit and prepare the Audit Planning Memorandum • Analyse the results of the overall analytical review of management data and concluding on the impact of risk and materiality • Provide input in the allocation of internal audit staff based on their skills and experience as well as the perceived complexities of the task assigned • Planning for all the audits on the annual internal audit plan which includes documenting system description, audit programs, working papers • Identify risk and controls and perform process analysis on the system description documented • Evaluate test results and recommend corrective measures • Preparing internal audit reports • Ensure the effectiveness of the audit team • Analyse financial statements • Interpret financial statements • Review Finance related reconciliations • Analyse information from the finance management system • Reviewing and analysing Trial Balance, Control accounts, And General Ledger • Performing follow-up audits and reviewing follow-up audit working papers prepared by auditors • Interpret objectives of the unit and execute action plans, monitor and report on effective execution of those plans.

## BUDGET AND TREASURY OFFICE

### FINANCE CLERK: SALARIES

Salary Grade: (B5) R207 365.14– R225 282.60 p.a.  
(Plus applicable benefits) • Ref No. BTO O 5/5/4/2/1

**Requirements:** • Grade 12/Matric • NQF Level 5 in Accounting/Financial Management/Public Finance or relevant qualification • 1-2 years' practical experience in Salaries Administration environment • Knowledge of salaries and good understanding of Pay Day Payroll Financial System • Knowledge of Income Tax • Computer Literacy.

**Key performance areas:** • Receive letters of appointments/termination correspondence/benefits correspondences for implementation • Insert changes to the remuneration structure and related parameters based on published adjustments and/or internal policies or as directed by the Senior Clerk Salaries • Process of all overtime claims, standby hours and emergency hours for the month, by scrutinizing all submitted sheets for accuracy, and then capture the relevant information onto the Pay Day Payroll system in time for the monthly basis • Check of subsistence and travel claims • Assist staff with salary queries and assist with the provision and completion of salary information for Statistics South Africa • Keep all the monthly records • Perform other administrative duties as assigned and prepare salary deductions as per schedules sent by third parties, garnishes.

**For the above two posts:**

**Enquires should be directed to:** Human Resources Unit, on tel: (039) 834 8756/5504/8752/. No faxed or e-mailed applications will be accepted.

Applications must be submitted with a signed Application Form which can be found on our website [www.harrygwalamunicipality.gov.za](http://www.harrygwalamunicipality.gov.za) accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications, Identity document and driver's license must be addressed to the Municipal Manager for Attention: **Miss N. Lungwengwe Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276, or can be hand delivered at 40 main street, IXOPO, 3276, to reach us no later than 1500, 16 October 2020.**

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

**NB:** Canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

**N.B:** Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

**MRS A.N. DLAMINI: MUNICIPAL MANAGER**