



## RE-INTERNAL/EXTERNAL ADVERT

The Ntabankulu Local Municipality which is situated in the Alfred Nzo region is an equal opportunity employer and requires the services of the suitable qualified persons to fill the under-mentioned positions.

**1. INTERNAL AUDITOR TG -11**

**Term of Appointment: Permanent (Excluding benefits)**

**Annual Basic Salary: R339 704.40**

**Minimum Requirements**

- Grade 12
- National Diploma in Internal Auditing or equivalent qualification.
- Code EB Driver's License.
- Three (3) years Relevant working experience in Internal Auditing
- Must be registered with a Professional Body

**Key Performance Areas**

- Preparing an Engagement planning memorandum for review by Manager Internal Audit and submission to the Departmental Head to be audited.
- Reviewing systems description document for quality.
- Preparing the audit program for review by the Manager: Internal Audit
- Attending opening audit meetings arranged by the Manager: Internal Audit, or alternatively coordinates the meetings as per the instruction of the Manager: Internal Audit
- Reviewing the selecting of samples or alternatively for complex audits.
- Monitoring daily performance at planning level to ensure quality & timeous delivery.
- Clearing review notes by the Manager: Internal Audit.
- Meeting with key staff who are the owners of the processes to conduct a walkthrough test and document key process within the system.
- Documenting audit procedures for inclusion in the audit program
- Provide draft report with management comments and submit it within the agreed time frame to the Manager: Internal Audit.
- Submits the final draft report once review notes are cleared together with the working

paper file.

**To apply for the above posts, send:** Application covering letter, accompanied by a detailed CV, originally certified copies (not older than 3 months) of academic qualifications, copy of an identity document and driver's license where applicable. The shortlisted candidates will be subjected to security and reference check. Failure to comply with the above request will disqualify your application. Ntabankulu Local Municipality is an equal opportunity affirmative action employer. municipality. The municipality reserves the right not to fill the advertised position, if feels not satisfied with the candidates. If candidates do not receive communication from the municipality within 30 days from the closing date of the advert, consider your application unsuccessful. Applicants shall be penalized for canvassing the employees or any stakeholder for appointment. All appointed applicants shall be based in Ntabankulu Local Municipality main site, but the municipality reserves the right to transfer/ place an employee wherever (within Ntabankulu municipality jurisdiction) when the needs arise.

Forward all applications to: **Mrs Ivy Sikhulu- Nqwena, The Municipal Manager, Ntabankulu Local Municipality, and Private Bag X 504. Ntabankulu, 5130.** Or applications may be hand delivered to the Municipal HR Office, at Erf. 85 Main Street, Ntabankulu. Faxed or emailed applications will not be considered. Closing date ~~...!! FEBRUARY~~ **2026 at 15h30.**

Enquiries must directed to Mr M Kohli (Manager HR) at 039 258 2440/ 063 756 7382

**Approved by I. Sikhulu- Nqwena (MUNICIPAL MANAGER) .....2026.**

Sign.....