An area of unfound diversity

Xhariep

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461
Email: mailebo@gmail.com Website: www.xhariep.gov.za

Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and Xhariep District Municipality subscribe to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Trompsburg; which is 125 km's south of Bloemfontein.

To this end, the municipality seeks to fill the following vacant posts.

POST NO	**JOB ADVERTISEMENT**	
1	**Job Title**	**MANAGER: INTERNAL AUDIT (Permanent)**
Ref. No. MM019/11/2026	**Reporting**	**MUNICIPAL MANAGER**
Responsibility	• Prepare a risk-based audit plan so as to align the priorities of the ongoing municipality with the strategic objectives and goals of the municipality and the related strategic risks as identified by Management. • Establish the need for and plan the specific type of audit/review in conformity with generally accepted auditing standards to contribute to the achievement of organisational objectives. • Provide advice to the Accounting Officer and report to the Audit Committee on the implementation of the Audit Plan to keep them abreast of the activities of the Internal Audit Unit. • Perform professional internal audit work for the purpose of making ongoing informed audit opinions on the adequacy and effectiveness of the municipality's internal control systems. • Arrange a meeting with the auditee to discuss the engagement letter and ensure that the auditee understands its contents. • Document the system description and the process flows for the project. • Document the ORCA (Objective, Risk and Control matrix) to determine the adequacy of the controls used to mitigate the risks within the project and the audit procedures which will be used to test the effectiveness and adequacy of the controls. • Discuss the findings with the client to ensure that the findings are valid. • Compile evidence to support the audit findings. • Follow up after the target date to establish whether the recommendations raised during the audit have been implemented. • Discuss the follow-up report with management and table the follow-up report during an Audit Committee meeting. • Provide consulting services to organisational management and staff, as required, to provide professional advice for decision-makers within and across all levels of the municipality so that decisions taken may be found favourable with the Auditor-General and other stakeholders of interest. • Perform any work assigned by the Audit Committee for purposes of assisting it in discharging its responsibilities. • Act as communication link between the Audit Committee Members, management and Auditor-General. • Arrange Audit Committee meetings; call members to arrange meetings; fax invitation letters to Audit Committee Members to confirm meetings; prepare Audit Packs; and	

	organise catering and accommodation if required. • Market and promote the audit profession within the municipality to ensure that management and employees are able to interpret audit language and reports so that the profession may be beneficial to them. This includes arranging and conducting workshops for management and employees of XDM to explain Internal Audit and its purpose; discussing the Annual Internal Audit Plan with management so that they know well in advance when to expect an audit; and arranging and conducting workshops to explain how they should respond to audit reports/auditors when conducting their duties. • Mentor interns to ensure skills transfer by assigning audit work to the intern and reviewing all work done; coaching the intern on preparing engagement letters, documenting system descriptions, developing audit programmes and structuring working papers according to the Standards of the Profession of Internal Auditors; coaching them on raising exceptions/findings and collecting relevant evidence to support findings; and coaching them on report writing. • Keep abreast of new developments and techniques in the audit profession and ensure that best-practice auditing techniques are employed by attending seminars/workshops/training and courses; studying relevant literature; familiarising oneself with relevant legislation and policies; and interacting with appropriate professional bodies.
No. of positions	1
Qualifications	• A relevant 3-year qualification in Auditing • Compliance with the Financial and Supply Chain Management Competency Areas as required in terms of GNR493, as published in Government Gazette No. 29967 of 15 June 2007
Remuneration	**R 617 777.54 per annum**
Experience	• 8 years or more experience, which includes 2 years of supervisory exposure covering all aspects of the audit function (activities as depicted in IIA Standards 1000 and 2000).
Knowledge and Skills	• Ability to work unsocial hours. • Ability to deal with conflict and capacity to withstand stress. • Good communication skills. • Report-writing skills.
Behavioural Competencies	• Demonstrate competencies in Level 1 of the Environmental Health Services Competency Framework of the Municipal Staff Regulations. • Emotional intelligence. • Business acumen complemented by astute strategic and lateral thinking. • Confidentiality. • Integrity. • Working on strict deadlines. • Administration. • Bilingualism. • Sound human relations.

Please note:

1. Application form for employment is obtainable in Gazette No. 45181 - www.xhariep.gov.za appear as Annexure B, page 762 of 770
2. Applicants are informed that all the necessary checks/vetting to ensure suitability conducted.
3. Applications should include the covering letter/Application form; resume and certified copies of qualifications and ID.
4. The reference checks will be done to all shortlisted candidates.
5. No emailed or faxed applications will be accepted.
6. No late application will be considered.
7. Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful.
8. Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates only.
9. Financial and Supply Chain Management Competency Areas as required in terms of GNR493, as published in Government Gazette No. 29967 of 15 June 2007
10. Canvassing of any officials or Councillors with the purpose of being appointed is not permitted and proof

of such canvassing shall lead to disqualification. 11. Xhariep District Municipality reserves the right not to make any appointment and to re-advertise before short list is compiled.	
Applications should be directed to:	The Municipal Manager: 20 Louw Street, Trompsburg, 9913
Enquiries	Mr TA Lebaka Manager: Human Resource Management and Labour Relation Tel. 0510112238 /Cell: 076 098 1478
Date of Publication	18 November 2026
Closing Date	07 December 2026

Approved by:

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Me. LY Moletsane
Municipal Manager