



# **BITOU LOCAL MUNICIPALITY**

*Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals*

**POSITION:** CHIEF AUDIT EXECUTIVE  
**DIRECTORATE:** OFFICE OF THE MUNICIPAL MANAGER  
**DIVISION:** INTERNAL AUDIT  
**SECTION:** N/A  
**BASIC SALARY:** R 751 057,75 – R 974 929,97 (T17) Per Annum + MUNICIPAL BENEFITS  
**REFERENCE** NOTICE: 158 of 2024

**QUALIFICATIONS AND EXPERIENCE:** • Grade 12 • A relevant 3 year qualification with preference in auditing or internal audit as a major and registered with a recognized profession • 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) • 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 (*municipalities were granted exemption from regulation 15 and 18 of Government Gazette 29967 under Notice No. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment*) • Certified Internal Auditor (CIA) or Certified Government Audit Professional (CGAP) will be an added advantage.

**REQUIREMENTS AND SKILLS:** • Code B Drivers' License. Computer literacy (MS Office applications) Proficiency in at least 2 of the official languages of the Western Cape (read, write and speak) Good management, human relations, interpersonal and communication skills • Analytical skills • Can manage, lead and control the audit assignments according to the norms and standards under the direction of the Municipal Manager • Responsible for managing the auditing teams • Demonstrates a good knowledge base of governance, controls and risk management • High level of responsibility • Ability to give attention to detail • Ability to work under pressure • Willingness to work after normal working hours and during emergencies.

**FUNCTIONS & RESPONSIBILITIES:** • Strategically manage and control the key performance and result indicators associated with Internal Audit and Risk Management of the Municipality • Provide an independent appraisal of the adequacy and effectiveness of financial controls • Develop and implement a risk-based audit plan and internal audit program for each financial year • Provide assurance regarding the effectiveness and efficiency of the organisational performance management system • Advise the accounting officer and report to the Audit Committee on the implementation of the internal audit plan • Liaise with the external auditors and other role players • Manage and monitor the implementation of risk management and mitigation strategies within the Municipality • Assess effectiveness and efficiency of Risk Management and Fraud prevention processes and procedures • Disseminate information and guidance with relation to performance management of the human capital of the Unit • Render management and line function administrative support services to the Unit • Keeping abreast of current developments, legislative changes, emerging trends and latest technologies in the profession.

## **COMPETENCIES REQUIRED**

### **1. CORE PROFESSIONAL COMPETENCIES:**

- **Written Communication:** The ability to communicate complex information in understandable documents for specific audiences.
- **Oral Communication:** The ability to articulate complex concepts in an understandable, convincing manner.
- **Research and Analysis:** Ability to break an audit problem into component parts, identify key issues, locate authority in the form of statute / policy and compile audit reports to support a position.
- **Advocacy / Negotiation:** The ability to develop and present Internal Audit interests in appropriate forums, presenting and negotiating the best possible outcomes.
- **Ethics and Professionalism:** The ability to identify and deal with ethical issues and conflicts of interest.
- **Organisational Awareness:** The ability to understand the municipality's objectives, and the impact of decisions on the public and the functioning of the various directorates.

### **2. FUNCTIONAL COMPETENCIES:**

- **Internal Auditing:** Ability to evaluate the effectiveness of risk management, governance and internal control processes.
- **Engagement Management:** Ability to plan, co-ordinate and control the tasks of self and others to deliver on engagements to the required specification and within budget and schedule.
- **Information Management:** The gathering and analysis of data and the management thereof utilising various techniques to best explain the results of the audit process.

### **3. PUBLIC SERVICE ORIENTATION COMPETENCIES:**

- **Interpersonal Relationships:** The ability to establish and maintain productive relationships with people within and outside of the City.
- **Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.
- **Service Delivery Orientation:** The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals.
- **Customer Orientation and Customer Focus:** Understands the service needs of a client / customer (internal or external) and actively focuses on anticipating, meeting and exceeding the needs in a timely and appropriate manner.

4. **PERSONAL COMPETENCIES:**

- **Action and Outcome Orientation:** The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable.
- **Resilience:** The ability to respond constructively to pressure / stress situations and the ability to persist goals despite obstacles and setbacks.
- **Change Readiness:** The ability to innovate and challenge the status quo and the ability to cope with change driven by others.
- **Cognitive Ability:** The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'.
- **Learning Orientation:** The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement.

5. **MANAGEMENT / LEADERSHIP COMPETENCIES:**

- **Impact and Influence:** The ability to inspire a positive attitude in others and be able to influence others effectively.
- **Team Orientation:** The ability to inspire a positive attitude in others and be able to influence others effectively.
- **Coaching and Mentoring:** The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent and potential.
- **Strategic Capability / Leadership or Direction Setting:** Determines and articulates the vision, sets the direction for the organisation and / or unit and inspires others to deliver on the organisational mandate.

*Work related enquiries can be directed in writing to the Manager: HR Administration, Mrs. V Cunningham, at e-mail: [vcunningham@plett.gov.za](mailto:vcunningham@plett.gov.za) or Tel: 044 501 3441. For general enquiries contact Ms. L Clark or Mr. J Abroue on telephone no: 044 501 3418.*

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted, and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website ([www.bitou.gov.za](http://www.bitou.gov.za)). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be posted /hand delivered to the Human Resources Section, Bitou Municipality, Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

**Please Note:**

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. **No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
3. Submit separate applications when applying for multiple posts and quote reference number.
4. **Preference will be given to Bitou residents before considering candidates outside the municipal area.**

**R.R LINKS (PhD)**

**ACTING MUNICIPAL MANAGER**

**CLOSING DATE: 4 June 2024 @ 14:00 PM**

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful. **Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**