

Witzenberg Municipality, with its Head Office in Ceres, serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet, and Op-die-Berg.

**DIRECTORATE MUNICIPAL MANAGEMENT
INTERNAL AUDIT UNIT
INTERNAL AUDITOR (REFERENCE: MUN 14) - PERMANENT APPOINTMENT – CERES**

Applications are hereby invited from individuals with the applicable qualifications for the above vacancy.

Requirements:

- A relevant 3-year qualification with a preference in Auditing or Internal Audit as a major.
- Registered with a recognized profession.
- A valid Code B driver's license.
- 2 - 5 years' relevant experience.
- Computer Literate (MS Applications)
- Code of conduct for professionals.
- Must be willing to work overtime when required and travel out of town when required.
- Knowledge of Business processes.
- Knowledge of global internal audit standards.
- Analytical skills, organisation, and data skills.
- Good verbal and written communication skills.
- Ability to deal effectively with individuals at all levels and ability to work in a team.
- Must have adaptable qualities due to interaction with different situations and persons at all levels.
- Professional ability and qualities of good character.
- Fluent in at least 2 of the 3 languages spoken in the Western Cape, Afrikaans, English or IsiXhosa.
- **Please note:** A performance agreement is also applicable to this position, whereby the employer reserves the right to institute a performance management program.

Competencies

COMPETENCY REQUIREMENTS OF POST		
No	Category	Competency
1.	Core Professional Competencies	<i>Written Communication; Oral Communication; Research and Analysis; Advocacy / Negotiation; Ethics and Professionalism and Organisational Awareness</i>
2.	Functional Competencies	<i>Internal Auditing; Engagement Management and Information Management</i>
3.	Public Service Orientation Competencies	<i>Interpersonal Relationships; Communication; Service Delivery Orientation; Customer Orientation and Customer Focus</i>
4.	Personal Competencies	<i>Action and Outcome Orientation; Resilience; Change Readiness; Cognitive Ability and Learning Orientation</i>
5.	Management / Leadership Competencies	<i>Impact and Influence; Team Orientation; Coaching and Mentoring; Strategic Capability / Leadership or Direction Setting</i>

Duties:

- Understand and gain insight into operations and the various processes, in particular the IDP of Witzenberg Municipality.
- Having insight of strategic and operational risks.
- Understand Local Government performance management, and internal audit legislative requirements
- Obtaining process flow, operating procedures (SOPs), relevant policies and procedures, and systems in use.

- Obtaining risk assessment related to the project and contributing to the compilation of the risk and control schedule to identify all risks and key controls.
- Executing assigned work programmes (audit tests) in accordance with the agreed scope and coverage and time budget of the assignment.
- Report any deviations from scope and time budget to the Manager: Internal Audit in a timely manner.
- Document the draft audit findings, indicating the criteria/standard, condition, root cause, effect, and recommendation for discussion with the client.
- Recommendations must address the root cause and should be practical and economical.
- Submit Record of Audit Findings (RAF), Manager Internal Audit for review.
- Complete weekly timesheet of productive and administrative hours.
- Comply with the global internal audit standards.
- Comply with the Code of Ethics of the Institute of Internal Auditors.
- Comply with the Code of Conduct of Witzenberg Municipality.
- Compiling and filing of internal audit minutes of meetings.

Salary: R 356 209.09 per annum (Post level T11 of a Grade 4 Municipality)

Interested candidates must complete an official application form, which is obtainable on our website: www.witzenberg.gov.za or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at Ceres. **(Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/ driver's license will not be considered)** with a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license, and three (3) names of work-related references **(with email address of referent – the referent must be work-related)** to the Human Resource Manager, PO Box 44, Ceres, 6835, or Fax to 023 – 3161877 or E-mail to: admin@witzenberg.gov.za. For further inquiries, you may contact Mr H Arendse at the Human Resources Department at Telephone number 023 – 3161854. **Disclosure of incorrect information will lead to disqualification.**

Closing Date: 23 JANUARY 2026 BEFORE 12H00

Please note: Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Please state the reference number on your application

(Witzenberg Municipality fully supports and encourages designation groups to apply (in terms of the Employment Equity Act)

Municipal Manager
D Nasson
04/03/2/4

08 December 2025