



**SALDANHA** BAAI BAY  
MUNISIPALITEIT | MUNICIPALITY | uMASIPALA

*Saldanha Bay Municipality is a high-profile municipality that takes care of its people to deliver the highest quality of service to its residents and visitors. We are also committed to the goals of our Employment Equity Plan. If you are competent and committed and would like to work in a professional environment, you are welcome to apply for the following position on our staff establishment.*

**DIRECTORATE: ECONOMIC DEVELOPMENT AND STRATEGIC SERVICES**

**DEPARTMENT: LAND USE PLANNING & DEVELOPMENT**

**SENIOR ADMIN OFFICER: TOWN PLANNING**

**Minimum Requirements:** Grade 12 with relevant tertiary qualification (NFQ 6 Public Administration / preferable Town Planning related field • 5-8 years relevant local authority experience (preferably within a town planning environment) • Computer literacy (MS Office) • Valid code B driver's licence • Good communication skills in two of the three official Western Cape languages.

**Duties will entail:** Procedures, systems and controls • Information management and administration • Information recordkeeping and departmental support.

**Competencies:** Written and Oral Communication • Attention to detail • Influencing • Ethics and Professionalism • Organisational awareness • Problem Solving • Planning and Organising • Business Processes • Use of Technology • Data Processing & Analysis • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer focus • Action Orientation • Change Readiness • Cognitive ability • Learning Orientation

**T11 (Estimated CTC R532 716.10 p.a.)**

**Basic Salary: T11 (R 347 364.96 – R 450 876.12 p.a.)**

Enquiries can be directed to **Mr L Gaffley** at **022 701 7051**

## **DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

### **DEPARTMENT: INTERNAL AUDIT**

#### **CHIEF AUDIT EXECUTIVE**

**Minimum Requirements:** B Degree in Accounting and Auditing 3 – NQF level 7 • Preference will be given to a candidate with professional certification eg CPA, CMA, CIA or CA(SA) and Honours Degree • 8 years or more experience of which 2 years must be in a supervisory levelling covering all aspects of the audit functions • Computer literacy (MS Office) • Valid code B driver's licence • Good communication skills in two of the three official Western Cape languages.

**Duties will entail:** Communicating with the Municipal on specific Key Performance Areas (Internal Audit communication, relationship management, strategic policy implications) with a view to aligning functions and objectives • Reviewing financial statements to provide credibility to the financial affairs of the Municipality through analysing financial statements to ascertain compliance with relevant legislative prescripts and standards encompassed in the Municipal Finance Management Act (MFMA) • Analysing the adequacy of current risk audit approaches, assessing and evaluating the exposure and risk of the municipality, and submits reports supporting specific provisions associated with Internal Audit Services interventions • Keeping abreast of legislative changes and National Government requirements with respect to access to audit information and formulating methodologies/policies dictating procedural applications for consideration and approval • Developing , maintaining and implementing risk management through the risk management policy, framework, policy statements, risk plan and risk policy • Facilitating risk identification and assessment to develop and ensure the implementation of risk management processes • Formulating a conclusion in respect of conducting preliminary audit investigations, including identifying activities within the Auditee's environment, internal control and accounting/financial system analysis, inherent and control risks associated with the audit, and formulating a conclusion in respect of the preliminary investigations • Managing education and awareness campaigns on risk management to promote a risk management culture and capacity on risk management • Monitoring and reviewing the implementation of risk management processes to ensure the proactive assessment of the current state of controls • Coordinating with external stakeholders on broader effective and efficient risk management strategies to enhance risk management • Developing a three year-rolling operational plan and annual coverage plan including objectives and scope • Providing input to the annual budget requirements and recommending allocation of funds required to meet the needs of the Risk & Internal Audit Management functionality and for internal investigations • Providing advice/opinions to the management team on the risk and internal audit management process, through the analysis and evaluation of attitudes and needs of the municipality • Interpreting situational and contextual and researching relevant topics to enable the preparation of risk and internal audit documentation, including information needs of the Audit Committee and Auditor General • Defining/ adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements



- Conducting appraisals to measure performance against agreed objectivities, counselling and consulting with personnel on developmental goals, career paths and short-term targets and standards
- Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department
- Analyzing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures
- Reviewing the accuracy, reliability and integrity of significant financial, managerial and operating information and that significant legislative/regulatory issues impacting on the organization are recognized and addressed appropriately
- Implementing annual audit coverage plan including resources, nature, scope and timing
- Managing Assurance and consulting engagements as assigned
- Reviewing audit recommendations to ensure practical and value adding and monitoring management comments
- Signing-off reports on engagements to client management (HOD's, Senior Managers, etc)
- Drafting / reviewing policy issues pertaining to Audit Committee and Internal Audit Charters, fraud awareness and prevention, code of conduct, including corporate policies affecting risk management
- Verifying employee compliance with policies, laws and regulations, and standards and that resources are acquired economically, used efficiently, and adequately protected
- Coordinating special investigations/forensic investigations requested by Municipal Manager/ Council / Head of Departments
- Performing final review of all risk audit files/reports for quality and completeness
- Implement and managing the Asset Management Policy and ensuring adequate internal control systems and procedures are implemented from a risk assessment perspective
- Verifying that Council Assets are secured, insured, and reconciled with fixed assets register against insurance reports in order to minimize associated risks
- Establishing priorities and approving administrative changes to be affected with respect to the management of risk and internal audit management support imperatives
- Providing inputs into Risk & Internal Audit Committee and Steering Committee agendas and minutes when required
- Reviewing the compilation of risk assessment questionnaires and compiling annual audit report
- Making available work-in-progress documentation to substantiate reasoning for specific actions/decisions to the Audit Committee/ Municipal Manager and /or Auditor General
- Analysing qualitative and quantitative reports on the status of the Risk & Internal Audit Management functionality with respect to the achievement of specific measures and qualifies statistical based conclusion to the Municipal Manager/Audit Committee through the provision of detailed explanations and/or recommendations
- Disseminating information through publications and presentations outlining critical Audit and Risk and Performance Management interventions, scope and coverage
- Formulating and recommends guidelines to resolve audit issues and conducting presentations/workshops for management, council and the public
- Participating in Audit Committee and Audit Steering Committee with a view to interacting and contributing to discussions on the implementation of Audit & Risk and Internal Investigations Management support strategies and constraints
- Liaising with external auditors and Auditor General when required
- Managing and operating an Anti-Fraud hotline.

**Competencies:** Written and Oral Communication • Research and analysis • Advocacy/Negotiation • Ethics and professionalism • Organisational Awareness • Internal Auditing • Engagement management • Information management • Interpersonal relationships • Communication • Service delivery orientation • Customer orientation and customer focus • Action and outcome orientation • Resilience • Change readiness • Cognitive ability • Learning orientation • Impact and influence • Team Orientation • Coaching and mentoring • Strategic capability/leadership or direction setting

**T16 (Estimated CTC RI 326 533.39 p.a.) + Car Allowance**

**Basic Salary: T16 (R 674 784.24 – R 875 909.64 p.a)**

Enquiries can be directed to **Mr T Williams** at **022 701 6821**

**Closing Date: 12 June 2025 at 12:00**

**In terms of the Local Government Municipal Staff Regulations, regulation 13, all appointments will be subject to a 6 months' probation period.**

| NOTES TO APPLICANT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Thank you for your interest in seeking employment with us.</li><li>• Applications should be forwarded to Human Resource Services, Private Bag X12, Vredenburg, 7380 <u>or</u> via email to: <a href="mailto:jobs@sbm.gov.za">jobs@sbm.gov.za</a>.</li><li>• Saldanha Bay Municipality complies with the Protection of Personal Information Act, Act 4 of 2013(POPIA), by submitting your application for a position at Saldanha bay municipality you are consenting that the personal information submitted as part of your application may be used during vetting and screening process.</li><li>• All applications should be accompanied by a completed application form (obtainable from our website: <a href="http://www.sbm.gov.za">www.sbm.gov.za</a>) clearly reflecting the name of the position applying for; a comprehensive CV; a certified copy of your ID, driver's license and educational qualifications.</li><li>• No original documents attached to the application will be safe kept/returned.</li><li>• Applications without afore - mentioned will not be considered.</li><li>• Applications/Supporting documents larger than 2MB sent via email are not accommodated.</li><li>• For the implementation of the Employment Act, candidates are encouraged to indicate their race, gender and disability.</li><li>• No late applications will be considered.</li><li>• Further communication will be limited to shortlisted candidates, If you have not received a response within 3 (three) months of the closing date, please consider your application unsuccessful.</li><li>• All appointments are subject to a medical assessment, criminal record and reference checks from previous and current employer(s).</li><li>• The Council beholds the right to make an appointment.</li></ul> |