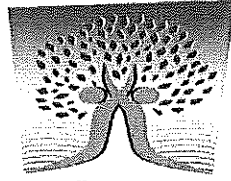


Private Bag X2  
GROBLERSHOOP



**! Kheis**  
Munisipaliteit  
Municipality

Phone: 054 – 8339500  
Fax: 054 – 8330690

*Kantoor van die Munisipale Bestuurder / Office of the Municipal Manager*

| Klerk: Interne Oudit (PV5)     |   | Clerk: Internal Audit (PL5)  |  |
|--------------------------------|---|------------------------------|--|
| <b>Kwalifikasie(s)</b>         | Graad 12<br>Diploma of Nasionale<br>Diploma in Interne Oudit<br>(NQF vlak 6-7)  | <b>Qualification(s)</b>      | Gr 12<br>Diploma or National<br>Diploma in Internal Audit<br>(NQF level 6-7)   |
| <b>Ervaring</b>                | 2-3 jaar ondervinding in<br>Oudit   | <b>Experience</b>            | 2-3 years experience in Audit  |
| <b>Vaardighede</b>             | Rekenaargeletterd   |                              | Computer Literate  |
| <b>Sleutel Prestasie Areas</b> | <ol style="list-style-type: none"> <li>1. Samestelling van die Interne Oudit Oorkonde in lyn met internasionale standaarde.</li> <li>2. Ontwerp jaarliks risiko-gebaseerde oudit planne wat die omvang, aard en tyd van oudit aktiwiteite vervat.</li> <li>3. Ontwerp interne oudit prosedures en werksprogramme.</li> <li>4. Onderneem interne oudits om die geskiktheid, effektiwiteit and doeltreffendheid van gevestigde interne kontroles te assesseer.</li> <li>5. Identifiseer sleutel risiko areas binne die munisipaliteit en maak voorstelle vir gepaste kontroles om die risikos aan te spreek.</li> <li>6. Hersien die akkuraatheid en relevansie van finansiële inligting.</li> <li>7. Berei oudit verslae voor in lyn met die aanvaarde ouditplan.</li> </ol> | <b>Key Performance Areas</b> | <ol style="list-style-type: none"> <li>1. Draft the Internal Audit Charter in line with the international standards.</li> <li>2. Develop risk-based annual audit plans detailing the scope, nature and timing of audit activities.</li> <li>3. Design internal audit procedures and work programs.</li> <li>4. Conduct internal audits to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures.</li> <li>5. Identify key areas of risk within the municipality and propose appropriate controls to mitigate the risks.</li> <li>6. Review the accuracy and relevance of financial information.</li> <li>7. Prepare audit reports in line with the approved audit plan.</li> </ol> |
| <b>Aanbeveling(s)</b>          | Rybewys<br>Moet bereid wees om onmiddellik met verdere studies in die betrokke spesialisingsveld te begin   | <b>Recommendation(s)</b>     | Drivers' License<br>Must be prepared to start immediately with further studies in the particular field of specialisation   |

H.T Scheepers (Mrs): Municipal Manager  
29 January 2016