



**DRAKENSTEIN**

MUNISIPALITEIT • MUNICIPALITY • UMASIPALA

Paarl | Wellington | Gouda | Saron | Simondium

Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite people who qualify to apply for the below mentioned vacancy within its Internal Audit Division.

**PERSONNEL VACANCY**  
**EXTERNAL APPLICATIONS WILL BE CONSIDERED**

**INTERNAL AUDITOR**

**REF NO: MM-IA-IAS3**

**DIVISION: INTERNAL AUDIT**

**SECTION: Performance Audits**

<b>SALARY SCALE</b>	<b>TASK LEVEL 11 -Total cost to company – R550 552.91 – R690 288.30 per annum</b> <b>Benefits: Housing subsidy, Medical aid, Pension and Group life</b>
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**JOB PURPOSE:**

To conduct audits of performance information and performance audits in compliance with the approved Internal Audit methodology.

**SELECTION REQUIREMENTS FOR THE POST:**

- An appropriate B-degree/ Diploma in Internal Auditing (or external auditing), studying towards Certified Internal Auditor (CIA).

**OTHER REQUIREMENTS FOR THE POST:**

- Code B drivers' license
- Governance and management principles
- Business processes
- Knowledge of Global Internal Audit standards and Code of Ethics
- Knowledge of King 4 (Governance) and COSO II (risk)
- Planning and organising
- Analytical skills and organisation of data skills
- Good verbal and written communication skills
- Good interpersonal skills
- Working knowledge of MS Word and Excel
- Ability to work independently, as well as part of an auditing team
- Persistence and tenacity
- Remains rational and focused, when faced with criticism, personal attacks, antagonism or any other negative feedback
- Internal auditing ability
- Technical learning ability

**EXPERIENCE:**

- 3 years auditing experience

## **COMPETENCIES**

<ul style="list-style-type: none"><li>• Written communication</li><li>• Organisational awareness</li><li>• Customer orientation and customer focus</li></ul>	<ul style="list-style-type: none"><li>• Action and outcome orientation</li><li>• Cognitive ability</li><li>• Learning orientation</li></ul>
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## **GENERAL INFORMATION:**

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including housing allowance for homeowners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets but will not be the only criteria applied.
3. All applications are subject to reference checking and verification of qualification checking, which means that by applying for a position at the Municipality, you give us consent to do the various checking.
4. Applications received after the closing date, or which have been received without the prescribed application form and documentation/s mentioned below will not be considered.
5. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within three (3) months from the closing date.
7. Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.
8. Applications within the **Drakenstein municipal area** will be receiving preference.
9. The Municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, correct and up to date.
10. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.
11. Candidates that arrive late for interviews will be disqualified.
12. The Municipality reserves the right not to make an appointment.

Prescribed application forms can be obtained from the Human Resources Offices at the Civic Centre, Berg River Boulevard, Paarl, 7622 (Mondays to Fridays from 08:00 until 15:30) or on the Drakenstein Municipal website [www.drakenstein.gov.za](http://www.drakenstein.gov.za). Clearly indicate the reference number for the post you are applying for on the prescribed application form. Your fully completed application form must be accompanied by your CV and relevant certified supporting documents when handing it in. Certified copies must not be older than three (3) months. **No fax copies will be accepted. No CVs will be returned on the applicant's request, therefore please do not send us your original certificates.**

Your application can be submitted via email to: [auditjobs@drakenstein.gov.za](mailto:auditjobs@drakenstein.gov.za), hand delivered or posted to Drakenstein Municipality, Human Resource Offices, PO Box 1, Berg River Boulevard, Paarl, 7622.

**Closing date for emailed applications: 04 July 2025 at 23h59**

**Closing date for hardcopies: 04 July 2025 at 15h30**

**CITY MANAGER**