



## EXTERNAL VACANCY

The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Office of the Municipal Manager, Department Internal Audit, to be filled permanently as soon as possible.

### SENIOR MANAGER: INTERNAL AUDIT

**Requirements:** A relevant 3 year qualification, preferably a BTech Degree with preference in auditing or internal audit as a major. Proof of registration with a recognised profession. Eight (8) years or more experience, which includes two (2) years of supervisory exposure covering all aspects of the audit function (activities as depicted in IIA Standards 1000 and 2000). Computer Literacy: MS Office. A Valid Code B Drivers License. Applicants must be literate in at least two of the three Official languages of the Western Cape.

**Responsibilities/ Duties:** The incumbent will be responsible for strategically manage and control the key performance and result indicators associated with Internal Audit Management of the Municipality. Develop and implement risk-based audit plan and internal audit program for each financial year. Advise the Accounting Officer and report to the Audit Committee on the implementation of the audit plan. Liaise with 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 Department. Render management and line function administrative support services to the Department. Keeping up to date with current developments, legislative changes, emerging trends and latest technologies in the profession.

*The competency level for this position is a level 4 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.*

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"><li>• Written communication</li><li>• Oral communication</li><li>• Research and Analysis</li><li>• Advocacy / Negotiation</li><li>• Ethics and Professionalism</li><li>• Organisational Awareness</li></ul>	<ul style="list-style-type: none"><li>• Internal Auditing</li><li>• Engagement Management</li><li>• Information Management</li></ul>	<ul style="list-style-type: none"><li>• Interpersonal Relationships</li><li>• Communication</li><li>• Service Delivery Orientation</li><li>• Customer Orientation and Customer Focus</li></ul>	<ul style="list-style-type: none"><li>• Action and outcome orientation</li><li>• Resilience</li><li>• Change Readiness</li><li>• Cognitive Ability</li><li>• Learning Orientation</li></ul>	<ul style="list-style-type: none"><li>• Impact and influence</li><li>• Team Orientation</li><li>• Coaching and mentoring</li><li>• Strategic Capability / Leadership or Direction Setting</li></ul>

**Job related enquiries:** Mr R Bosman at (028 425 1157)

**Salary:** T-17= R 836 580 per annum plus the normal fringe benefits of a Local Authority.

**Closing date: 01 August 2025**

All applications must be submitted on the prescribed ODM Employment Application Form, (found on [www.odm.org.za](http://www.odm.org.za)) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned by hand to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to [aaugust@odm.org.za](mailto:aaugust@odm.org.za). Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

**Please note: Due to no Post Office in Bredasdorp, it is preferred that applications be delivered by hand or emailed.**

**Please note:**

1. Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
2. It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
3. Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
4. If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by council.
5. The permanent appointment includes the signing of an employment contract, declaration of interest and performance agreement.
6. The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.