



INTERNAL/EXTERNAL JOB FORUM

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, disability, HIV status, gender, social origin, culture, political opinion, conscience and sexual orientation. Persons with disabilities are encouraged to apply. The City of Tshwane is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the City of Tshwane Employment Equity Plan.

The City retains the right not to make an appointment and to verify all information provided by candidates. A process of progressive elimination will also be embarked upon in instances where a considerable number of applicants meet the minimum requirements for a position.

Applicants should note that they will be required to provide proof of their qualifications or any other relevant documents (certified copies or original documents) during the selection process. Appointments will be subject to the positive verification of qualifications (from Grade 12 upwards). Any misrepresentation of qualifications or information on the application of an applicant, failure to present proof of claimed qualifications or fraudulent qualifications will disqualify a candidate for appointment. If it is an internal candidate, they may be disciplined for misconduct.

The online system closes at midnight on the closing date, and no late applications can be accepted. If you do not receive correspondence from our office within 21 days of the application's closing date, please consider your application unsuccessful.

The City of Tshwane seeks to fill the positions as indicated in this job forum.

The complete job forum can be accessed by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and clicking on *Documents* and then on *Job Forums* or alternatively clicking on *Notice board* or on *Quick Links*.

PLEASE APPLY ONLINE BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE AND CLICKING THE E-RECRUITMENT LINK (*not to be confused with e-Tshwane*)
(e-Recruitment is also located under both the *E-services* and the *Careers* links)

Closing date: 15 October 2025
(Online applications will close at midnight.)

General enquiries: LJ Moleli (012 358 4346)
Recruitment Centre
Upper Ground Level, Middestad Building
252 Thabo Sehume Street
Pretoria CBD

If you have trouble registering your profile or applying for these positions, send an email with a detailed description of the error or problem to erecruithelp@tshwane.gov.za.
Do not submit your application to this email address – it will not be accepted.

Planning and organising: Ability to plan and organise the work unit by setting goals, objectives and targets, and creating work schedules and work plans with associated resources and budgets according to the municipality's procedures to achieve the tasks, functions and results of the work unit

Business, information systems and technology planning: Develop plans around security, information assurance and the innovative implementation of strategic information systems

Technical strategy and planning: Demonstrate an ability to develop a technical strategy for the organisation and to plan the rollout of appropriate systems

Cognitive ability: Ability to gather information, analyse issues and deal with such with complexity and ambiguity, show long-term thinking, follow through in a logical manner, be aware of consequences and implications, and ability to see the bigger picture

Direction setting: Ability to create a clear sense of common purpose and vision for others with a view to obtaining buy in and commitment to the goals

Primary functions

Manage and plan computer audit reviews

Complete audits in accordance with the computer audit plan

Supervise computer audit staff

Review work performed by computer audit staff

Manage and attend to staff training and development

Compile computer audit reports

Lead and conduct the planning, coordination and performance of application and general systems control audits, improve control processes, optimise reviews and prepare audit reports associated with the completion of scheduled audits and assigned special projects

Assist in setting the strategic direction for a value-focused internal audit department, including IT audit methodology, automation techniques and IT audit planning

SAP

S70010012

New/natural attrition

Natural attrition

Enquiries

Deon R Isaacs (012 358 0680) or Agnes Ndwamato (012 358 8637)

Assist the Chief Audit Executive to coordinate and monitor various audit projects
Proactively participate in various meetings
Manage the performance agreement and scorecard of the Chief Audit Executive
Liaise with and respond to divisional and sectional heads, including other stakeholders
Take minutes of various meetings

SAP

S70073522

**New/natural
attrition**

New

Enquiries

Deon R Isaacs (012 358 0680) or Agnes Ndwamato (012 358 8637)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: GROUP AUDIT AND RISK

Division: Office of the Chief Audit Executive

Section: N/A

Location: Pretoria Central

Reference number	AUDT121-2025																		
Position	EXECUTIVE SECRETARY TO THE CHIEF AUDIT EXECUTIVE																		
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="5">External</th> </tr> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> <td></td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> <td></td> </tr> </table>	Internal	External					African female	African male	Coloured female	Coloured male	Indian female		Indian male	White female	White male	Person with disability	All categories	
Internal	External																		
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This position seeks to attract																			
Job level	T11																		
Scale	R400 944,00 – R556 836,00 per annum																		
Estimated remuneration package	R543 294,00 – R741 715,00 per annum																		
Job purpose	To render an executive secretarial and administrative support service to the Chief Audit Executive																		
Appointment requirements	Grade 12 plus a secretarial qualification or training At least two years' relevant secretarial experience Computer literacy																		
Personal attributes and/or competencies	<p>Planning and organising: Ability to plan activities within specific time frames and then execute these activities accordingly</p> <p>Use of technology: Ability to use technology in the workplace to optimise the functioning of the City</p> <p>Communication: Capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to the verbal and written communication of others</p> <p>Resilience: Ability to respond constructively to pressure and stressful situations and to persist with goals despite obstacles and setbacks</p>																		
Primary functions	<p>Provide a reception service</p> <p>Provide an office administration service</p> <p>Provide a typing and computer operating service</p> <p>Provide an operational logistics service</p> <p>Execute diverse official secretarial duties</p>																		
SAP	S70009960																		
New/natural attrition	Natural attrition																		
Enquiries	Deon R Isaacs (012 358 0680) or Agnes Ndwamato (012 358 8637)																		

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: GROUP AUDIT AND RISK

Division: Operational and Transversal Compliance and Continuous Auditing

Section: Compliance and Continuous Auditing

Location: Pretoria Central

Reference number	AUDT122-2025										
Position	SENIOR SPECIALIST: COMPLIANCE AND CONTINUOUS AUDITING										
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Job level	T17										
Scale	R791 352,00 – R1 099 056,00 per annum										
Estimated remuneration package	R1 178 103,00 – R1 569 752,00 per annum										
Job purpose	To manage planned audits as well as management and executive requests within the City of Tshwane										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Internal Audit or any other study field related to the position</p> <p>Certified Internal Auditor (CIA) will be an added advantage</p> <p>Member of the Institute of Internal Auditors (IIA) will be an added advantage</p> <p>At least eight years' relevant experience in an internal auditing environment (advantage if in a local government environment)</p> <p>Relevant experience in conducting performance audits (3 EEEs), performance information audits, financial audits, compliance audits and continuous audits on internal audit and external audit findings will be an added advantage</p> <p>Supervisory experience will be an added advantage</p> <p>Compliance with the unit standards of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>										
Personal attributes and/or competencies	Leadership skills; decision-making skills; negotiating skills; communication skills; analytical thinking skills; presentation skills; project management skills; business acumen; advanced linguistic proficiency; technical and report writing skills; innovative thinking skills; willingness to accept responsibility; ability to meet strict										

deadlines; ability to adhere to national and provincial acts and policies; ability to make high-risk decisions of a long-term and strategic nature

Primary functions

Conduct planned audits as well as management and executive requests within the City of Tshwane

Manage internal audit assurance and consulting engagement in Group Audit and Risk Support and assist the director in facilitating the development of the corporate risk register for the City of Tshwane

Assist in the preparation of the three-year strategic plan and annual audit plan to identify audit focus areas, resource allocation and costing

Execute audits to provide assurance to the City Manager and Audit and Performance Committee that the system of internal control is adequately designed and effective to mitigate risks and achieve set objectives, and that resources are acquired economically and used effectively and efficiently through implemented management measures

Perform audits (fieldwork) in line with the Group Audit and Risk-approved audit methodology and IIA standards

Perform follow-up audits on previous internal and external audit findings

Review all audit working papers to ensure compliance with audit methodology and IIA standards

Manage human capital in Group Audit and Risk, including co-source partners, budget and administration in an effective, efficient and economical manner

Manage the internal audit quality assurance and improvement programme

Form part of Group Audit and Risk support committees, such as Occupational Health and Safety, Employment Equity, Labour Forum, etc

SAP

S70009996

New/natural attrition

New

Enquiries

Deon R Isaacs (012 358 0680) or Agnes Ndwamato (012 358 8637)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: GROUP AUDIT AND RISK

Division: Special Audits, Corporate Entities and Financial Auditing

Section: Special Audit and Corporate Entities

Location: Pretoria Central

Reference number	AUDT123-2025										
Position	SENIOR SPECIALIST: SPECIAL AUDIT AND CORPORATE ENTITIES (2 POSTS)										
To be advertised	<table border="0" style="width:100%; background-color:#e0e0e0;"> <tr> <td align="center" colspan="2">Internal</td> <td align="center" colspan="3">External</td> </tr> </table>	Internal		External							
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Job level	T17										
Scale	R791 352,00 – R1 099 056,00 per annum										
Estimated remuneration package	R1 178 103,00 – R1 569 752,00 per annum										
Job purpose	To assist in managing the special audits and corporate entities functions with the aim of maintaining impartial, accountable, transparent and efficient services within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief Audit Executive										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Internal Audit or any other study field related to the position</p> <p>Certified Internal Auditor (CIA) will be an added advantage</p> <p>Member of the Institute of Internal Auditors (IIA) will be an added advantage</p> <p>At least eight years' relevant experience in an internal auditing environment (advantage if in a local government environment)</p> <p>Relevant experience in conducting financial statement reviews and performance audits will be an added advantage</p> <p>Supervisory experience will be an added advantage</p> <p>Compliance with the unit standards of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>										
Personal attributes and/or competencies	Leadership skills; decision-making skills; negotiating skills; communication skills; analytical thinking skills; presentation skills; project management skills; business acumen; advanced linguistic proficiency; technical and report writing skills; innovative thinking skills; willingness to accept responsibility; ability to meet strict										

deadlines; ability to adhere to national and provincial acts and policies; ability to make high-risk decisions of a long-term and strategic nature

Primary functions

Implement audit programmes and projects, focusing on special audits and corporate entity activities in compliance with the approved audit methodology

Maintain and apply knowledge of the technical aspects of special audits and corporate entities

Manage internal audit assurance and consulting engagement in Group Audit and Risk

Manage and facilitate the development of the corporate risk register for the City of Tshwane and its municipal entities

Assist in managing the development and implementation of the risk-based internal audit plan for the City of Tshwane and its municipal entities

Manage and value the combined assurance function of the City of Tshwane and its municipal entities in relation to risk management, financial services, information technology operations and legislative compliance

Manage human capital in Group Audit and Risk, including co-source partners, budget and administration in an effective, efficient and economical manner

Assist in developing the quarterly Audit and Performance Committee board reports and annual reports

Attend Executive Committee and finance and risk committee meetings at entities

SAP

S70010026; S70010031

New/natural attrition

New

Enquiries

Deon R Isaacs (012 358 0680) or Agnes Ndwamato (012 358 8637)

people management skills; problem-solving abilities; good report writing skills; ability to provide testimony

Primary functions	<p>Manage the conducting of forensic investigations and provision of post-investigation support</p> <p>Conduct and/or supervise forensic investigations</p> <p>Allocate forensic investigations to subordinates</p> <p>Ensure that forensic investigations are conducted in line with the standard operating procedure and legal prescripts</p> <p>Review subordinates' draft forensic investigation reports</p> <p>Manage reporting crime incidents and stakeholders and governance relations</p> <p>Ensure the conducting of preliminary investigations and assessments on reported incidents</p> <p>Ensure continuous liaison and engagement with law enforcement agencies and other intergovernmental stakeholders</p> <p>Register criminal police cases with the police</p> <p>Ensure that evidence is tendered to support disciplinary, civil, criminal and/or any other consequence management actions</p> <p>Review investigation findings as well as investigation files and evidence</p> <p>Attend disciplinary hearings and other tribunals and provide expert witness services</p>
SAP	S70010045
New/natural attrition	Natural attrition
Enquiries	Deon R Isaacs (012 358 0680) or Agnes Ndwamato (012 358 8637)

people management skills; problem-solving abilities; good report writing skills; ability to provide testimony

Primary functions

Manage crime incidents, stakeholders and governance relations
Conduct ethics advocacy, financial crime awareness and training by performing ethics promotion and awareness training and conducting financial crime awareness programmes
Conduct fraud prevention and detection
Ensure sound administration and good functional governance
Execute generic managerial functions
Provide fraud and corruption training
Conduct and/or supervise proactive forensic assurance reviews (probity)
Conduct and/or supervise fraud deep dives
Draft or review fraud prevention and/or detection forensic reports

SAP

S70073510

New/natural attrition

New

Enquiries

Deon R Isaacs (012 358 0680) or Agnes Ndwamato (012 358 8637)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: GROUP AUDIT AND RISK

Division: Office of the Chief Audit Executive

Section: Quality Assurance

Location: Pretoria Central

Reference number	AUDT126-2025															
Position	QUALITY ASSURANCE AUDITOR (2 POSTS)															
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Internal		External														
African female	African male	Coloured female	Coloured male	Indian female												
Indian male	White female	White male	Person with disability	All categories												
This position seeks to attract																
Job level	T12															
Scale	R449 040,00 – R623 664,00 per annum															
Estimated remuneration package	R604 511,00 – R826 774,00 per annum															
Job purpose	To assist with Citywide independent, objective assurance and consulting activities within the technical and quality services auditing remit that adds value to and improves City of Tshwane operations and in pursuance of City objectives by evaluating and improving the effectiveness of governance, stewardship, risk, compliance and control management processes within the area of responsibility															
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Internal Auditing or any other study field related to the position</p> <p>Member of the Institute of Internal Auditors (IIA) will be an added advantage</p> <p>Internal Audit Technician, Professional Internal Auditor or Certified Quality Assurer will be an added advantage</p> <p>At least three years' relevant experience in internal audit, quality assurance or auditing audit files</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>															
Personal attributes and/or competencies	Excellent communication skills; presentation skills; ability to work under pressure; ability to meet deadlines; good organisation skills; being decisive; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills															
Primary functions	<p>Implement all quality improvement and compliance programmes</p> <p>Implement systems for auditing all programme records to ensure compliance with regulatory requirements, that all required documentation is in order and appropriate client services</p>															

Provide administrative support on the reporting requirements of the Audit and Performance Committee, Risk Management Committee and other governance structures

Drive and report on all the City's reporting requirements (business plan, Service Delivery and Budget Implementation Plan, departmental annual report and Audit and Performance Committee annual report)

Liaise with all stakeholders as relevant (Auditor-General of South Africa, Institute of Internal Auditors South Africa and National Treasury)

Provide support to the Director: Quality Assurance on administrative requirements

Conduct compliance audits

Provide continuous improvement and quality assurance

Evaluate and implement quality improvement programmes and initiatives necessary to ensure maximum performance and efficiency

Assist with the formulation of quarterly and annual reports to relevant stakeholders reporting the status of programme implementation

In consultation with the relevant functions, assist in developing and maintaining information management systems to facilitate monitoring and evaluation activities, including effective change and incident management systems

Ensure the quality standard in the services delivered by the City to the community

Implement all quality improvement and compliance plans

Monitor all programmes, services and operations to ensure that desired changes are effected, organisational objectives are achieved, programme changes are maintained and client satisfaction is high

Understand global internal audit standards

Demonstrate understanding of continuous development training

SAP	S70073453; S70073454
New/natural attrition	New
Enquiries	Deon R Isaacs (012 358 0680) or Agnes Ndwamato (012 358 8637)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: GROUP AUDIT AND RISK

Division: Operational and Transversal Compliance and Continuous Auditing

Section: Compliance and Continuous Auditing

Location: Pretoria Central

Reference number **AUDT127-2025**

Position **SENIOR INTERNAL AUDITOR (2 POSTS)**

To be advertised **Internal** **External**

This position seeks to attract

African female	African male	Coloured female	Coloured male	Indian female
Indian male	White female	White male	Person with disability	All categories

Job level T15

Scale R630 852,00 – R876 180,00 per annum

Estimated remuneration package R835 923,00 – R1 148 180,00 per annum

Job purpose To conduct operational, compliance, financial, performance (3 EEEs) and performance information audits within the City of Tshwane

Appointment requirements

An appropriate three-year career-related tertiary qualification (national diploma or degree) in Internal Audit or any other study field related to the position
 Certified Internal Auditor (CIA) will be an added advantage
 Member of the Institute of Internal Auditors (IIA) will be an added advantage
 At least six years' relevant working experience in an internal auditing environment (advantage if in a local government environment)
 Supervisory experience will be an added advantage
 A valid Code B driving licence
 Computer literacy
 Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Excellent communication skills; ability to pay attention to detail; problem-solving ability; ability to maintain confidentiality; ability to work under pressure; ability to meet deadlines; good organisation skills; ability to make decisions and establish work priorities; emotional intelligence; presentation skills

Primary functions

Provide internal operational, compliance, financial, performance (3 EEEs) and performance information audits throughout the City of Tshwane at a high level of technical complexity
 Provide high-level internal auditing services throughout the City, focusing on areas of complexity, including reliance purposes
 Assist with internal audit assurance and consulting engagement in Group Audit and Risk
 Facilitate the development of the corporate risk register for the City

Provide assistance in the development and implementation of the risk-based internal audit plan for the City
Provide integrated risk assurance of the organisation and entities, and provide a specialised and transversal portfolio
Independently prepare an audit plan that presents the need for and effectiveness of audit projects and related interventions
Independently lead project execution processes associated with the implementation, monitoring and communication phases of audit projects
Independently evaluate the applicability and value adding benefit of audit projects
Assist the manager with the supervision of audit teams

SAP

S70009998; S70073352

New/natural attrition New

Enquiries

Deon R Isaacs (012 358 0680) or Agnes Ndwamato (012 358 8637)

Provide assistance in the development and implementation of the risk-based internal audit plan for the City
Assist and add value to the combined assurance function of the City in relation to risk management, financial services, information technology operations and legislative compliance
Report on audit findings to ensure that executive management is fully apprised of the implications of audit findings and recommendations
Conduct follow ups on previously reported audit findings and update audit logs on each audit undertaken
Review detailed and intricate audit working papers (interlinking financial decisions), audit files and reports on audit findings
Plan the scope of audits, audit planning memoranda and audit programmes and determine appropriate auditing procedures in consultation with the senior specialist
Prepare, analyse and verify annual reports, financial statements and other records using accepted accounting and statistical procedures to assess the financial condition and facilitate financial planning
Provide high-level assurance and consulting activities on internal financial controls and applications of financial standards to each major expense activity
Assist the deputy director or senior specialist with the supervision of audit teams

SAP

S70073356; S70073357

**New/natural
attrition**

New

Enquiries

Deon R Isaacs (012 358 0680) or Agnes Ndwamato (012 358 8637)

Supervise forensic investigations and fraud prevention and detection reviews to ensure legal soundness of work done
Provide legal support and/or advice to forensic investigators
Review forensic investigation reports to ensure legal strength for the purposes of consequence management
Provide legal support for consequence management activities
Conduct ethics advocacy, financial crime awareness and training
Maintain relationships with local law enforcement agencies to facilitate speedy resolution of criminal cases
Ensure compliance with internal administrative requirements
Ensure compliance with human resources and supply chain management requirements applicable to the functional area
Prepare witnesses for hearings and trials
Testify at hearings and trials
Manage personnel

SAP

S70010069; S70010046; S70010054; S70010085; S70073366

New/natural attrition

Natural attrition and new

Enquiries

Deon R Isaacs (012 358 0680) or Agnes Ndwamato (012 358 8637)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: GROUP AUDIT AND RISK

Division: Operational and Transversal Compliance and Continuous Auditing

Section: Operational and Transversal Auditing

Location: Pretoria Central

Reference number	AUDT130-2025															
Position	INTERNAL AUDITOR															
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Job level	T12															
Scale	R449 040,00 – R623 664,00 per annum															
Estimated remuneration package	R604 511,00 – R826 774,00 per annum															
Job purpose	To assist with control over the operational and transversal auditing function with the aim to maintain impartial, accountable, transparent and efficient auditing services within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of management															
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Internal Auditing or any other study field related to the position Internal Audit Technician (IAT) learnership certificate or studying towards Certified Internal Auditor (CIA) will be an added advantage</p> <p>At least three years' relevant experience in auditing financial statements, conducting financial-related audits and audit of performance information</p> <p>Member of the Institute of Internal Auditors (IIASA) will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>															
Personal attributes and/or competencies	Ability to work under pressure; excellent communication skills; interpersonal skills; analytical thinking skills; organisational skills; willingness to accept responsibility; objectivity; creativity; ability to learn and understand existing and emerging management practices															
Primary functions	<p>Assist with internal audit assurance and consulting engagement in Group Audit and Risk</p> <p>Provide assistance in the Operational and Transversal Auditing Section</p> <p>Facilitate the development of the corporate risk register for the City</p> <p>Provide assistance in the development and implementation of the risk-based internal audit plan for the City</p>															

Assist and add value to the combined assurance function of the City in relation to risk management, financial services, information technology operations and legislative compliance

Provide assistance with the internal audit quality assurance and improvement programme

Assist in providing inputs to the risk-based strategic and annual audit plan, which is aligned with the strategic objectives of the City, including any risks or control concerns identified by management, and submit that plan to the Audit and Performance Committee for review and approval as well as periodic updates

Assist in the implementation and execution of the annual audit plan, as approved, including as appropriate any special tasks or projects requested by management and the Audit and Performance Committee

Assist in evaluating and assessing significant new or transforming services, processes, operations and control processes coincident with their development, implementation and/or expansion in order to provide applicable ethics reviews

Keep the senior internal auditor, senior specialist and director informed of emerging trends and successful practices in internal auditing in order to provide a value-adding service

Assist in issuing periodic ethics reports to the director, Council and management summarising results of audit activities quarterly

Assist in providing a list of significant measurement goals and results to the senior internal audit specialist

Assist in considering the scope of work of external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to the organisation at a reasonable overall cost

Determine that engagement working papers adequately support engagement observations, conclusions and recommendations

Assist in ensuring that engagement communication is accurate, objective, clear, concise, constructive and timely

SAP

S70010035

New/natural attrition

Natural attrition

Enquiries

Deon R Isaacs (012 358 0680) or Agnes Ndwamato (012 358 8637)

Internal auditing: Ability to evaluate the effectiveness of risk management, governance and internal control processes

Engagement management: Ability to plan, coordinate and control the tasks of self and others to deliver on engagements to the required specification and within budget and schedule

Information management: Gather and analyse data and manage data using various techniques to best explain the results of the audit process

Action and outcome orientation: Display high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises; it manifests itself in one's ability to stay focused on task and be energetic, persistent and reliable

Primary functions

Oversee specialist quality assurance auditing within the built environment

Oversee the implementation and management of internal audits for the procurement of contractors and service providers within the built environment to assess compliance with standards and legislation

Implement the rolling audit coverage programme within the area of responsibility to obtain the optimum level of assurance Citywide

Provide proactive and continuous auditing and monitoring using relevant audit tools to enhance and improve the status of the internal control environment within the City

Produce and deliver, within defined timelines, various Audit and Performance Committee reports to each successive meeting of the Audit and Performance Committee, considering client and auditee liaisons

Ensure that coordinated efforts are executed, ensuring clean governance and administration

Undertake an integrated review of risk control mitigation and status in each and report to relevant structures

Ensure knowledge management of internal audit and various City sectors and clusters

Contribute to quality assurance programmes of the unit and maintain such in the area of responsibility

SAP

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New/natural attrition

New

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