



WEST RAND DISTRICT MUNICIPALITY



VACANT POSITION

The West Rand District Municipality, with its seat authority in Randfontein, hereby invites applications from suitably qualified and experienced candidates for appointment to the following position:

POSITION: CHIEF AUDIT EXECUTIVE

REFERENCE: 07/2025

REMUNERATION: R965 958 (Min) – R1 103 953 (Mid) – R1 224 083 (Max) p.a

TERM OF APPOINTMENT: Permanent (as per the requirements of the Municipal Systems Amendment Act, 2022 [Act No. 3 of 2022])

REQUIREMENTS:

HIGHER EDUCATION QUALIFICATION:

- Matric
- A three year relevant qualification registered on the National Qualifications Framework at NQF level 7 with a minimum of 360 credits.
- Minimum of five (5) years relevant middle management experience
- Certified Internal Auditor (CIA) and/ or Professional membership with Institute of Internal Auditors (IIA)
- Minimum Competency Levels as Prescribed in Government Gazette 29967 of 15 June 2007 (Certificate Programme in Municipal Development (CPMD)/Municipal Finance Management Programme (MFMP). Should the successful candidate not be in possession of all the credits/modules for CPMD/MFMP, the WRDM will afford the incumbent 18 months to complete the programme.

EXPERIENCE:

- Five (5) year minimum relevant experience at middle management level within the Internal Audit environment
- Good knowledge and interpretation of policy and legislation.

- Good knowledge of the performance management system
- Good governance
- Good knowledge of supply chain management regulations and the preferential procurement policy and framework, 2000 (Act No. 5 of 2000)
- Extensive knowledge of MFMA, Treasury Regulations and IIA standards, internal audit methodologies, tools, systems and procedures, Risk Management Framework, King IV and King Code.
- Understanding of government environment both at national, provincial and local sphere. Sound proven leadership qualities and strong vision.

KNOWLEDGE

- The successful candidate will:
 - Provide strategic leadership by managing the internal audit unit.
 - Reporting administratively to the Municipal Manager and functionally to the Audit Committee and the Risk Committee.
 - Strategically manage, develop, maintain and implement audit measures to minimize risk while ensuring maximum compliance with applicable legislation and regulations within the West Rand District Municipality.
 - Manage the completeness of working papers and audit related documentation for quality review purposes. Provides leadership and management to ensure the mission and core values of the municipality are put into practice.
 - Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
- Any other required core competencies as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014.

CORE FUNCTIONS

- Develop a flexible annual audit plan by using an appropriate risk-based methodology and submit to the Audit Committee for review and approval.
- Plan audits to include key operational data and scope areas as defined by risk assessment and operational audit manual.
- Manage the preparation of quality reports that clearly highlight internal control weaknesses and risks, as well as areas of strength, identified.
- Ensure appropriate evaluation and monitoring of corrective actions. Communication of audit results through clear, concise and effective audit reporting.
- Coordinating the follow-up process of both internal and external audit reports, to ensure the audited unit reports follow-ups on a timely basis and in-line with timelines.
- Manage the planning and execution of financial audits in line with regulations; audit scope and objectives; verifying audit programmes.

- Manage the verification and assessment of risks and internal controls by reviewing areas of non-compliance; overseeing manual and automated financial processes; reviewing process weaknesses and inefficiencies and operational issues.

POSITION: CHIEF FINANCIAL OFFICER

REFERENCE: 08/2025

REMUNERATION: R965 958 (Min) – R1 103 953 (Mid) – R1 224 083 (Max) p.a

TERM OF APPOINTMENT: Permanent (as per the requirements of the Municipal Systems Amendment Act, 2022 [Act No. 3 of 2022])

REQUIREMENTS:

HIGHER EDUCATION QUALIFICATION:

- Matric
- A recognised three-year B degree (NQF 7) in Accounting, Finance, Economics or related fields
- Minimum 5 years' experience at middle management level.
- Minimum Competency Levels as Prescribed in Government Gazette 29967 of 15 June 2007 (Certificate Programme in Municipal Development (CPMD)/Municipal Finance Management Programme (MFMP). Should the successful candidate not be in possession of all the credits/modules for CPMD/MFMP, the WRDM will afford the incumbent 18 months to complete the programme.

EXPERIENCE

- ***Generic management competencies:***
 - Strategic capability, Programme and Project management, Financial management, Change management. Service delivery innovation, Knowledge management, Problem solving and Analytical thinking, People and diversity management, Client orientation and customer focus, Communication, accountability and ethical conduct.
- ***Knowledge of:***
 - Strategic financial and Performance management, Operational financial management, Supply chain management, Audit and accountability, The Constitutional requirements for local government and local government legislation, Local government powers and functions, including assignment of national and provincial functions, Developmental local government,

Performance management and reporting, Sophisticated understating of the global, national and regional context in which the municipality operates, Sophisticated understating of the local, regional national and international political context, Legislation, policy and implementation, Expert knowledge in more than one functional field/discipline.

– **Skills** in:

- Analytical thinking, Policy conceptualization and implementation, Conflict management, Risk and change management, Mediations skills, Diversity management, Strategic leadership and management, Project management, Governance, ethics and values.

KNOWLEDGE

- The successful candidate will:
 - Provide strategic leadership by managing the Budget and Treasury Department
 - Reporting administratively to the Municipal Manager
 - Strategically manage, develop, maintain and implement audit measures to minimize risk while ensuring maximum compliance with applicable legislation and regulations within the West Rand District Municipality.
 - Manage the completeness of working papers and audit related documentation for quality review purposes. Provides leadership and management to ensure the mission and core values of the municipality are put into practice.
 - Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
- Any other required core competencies as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014.

CORE FUNCTIONS

- Manage and control all financial functions of the Municipality, which includes, *inter alia*, the administration of the budget , advising the municipal manager on the exercise of powers and duties assigned to the municipal manager in terms of the MFMA,
- Assisting the accounting officer in the administration of the municipality's bank accounts and in the preparation and implementation of the municipality's budget,
- Advising senior managers and other senior officials in the exercise of powers and duties assigned or delegated to them in terms of sections 78 or 79 of the MFMA, respectively,

- Perform duties such as budgeting, accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management as well as review other duties as may be delegated to him/her by the accounting officer in terms of section 79 of the MFMA, develop a medium term financial framework within which Council can operate,
- Provide framework for financial accountability and ensure it is applied effectively
- Manage and control the auxiliary support services so that there are efficient and effective financial systems in place.

Closing Date: 17 February 2025 @ 12:00

PLEASE NOTE:

1. Applications for the above position be accompanied by a detailed CV with originally certified copies of qualifications, ID document, valid driver's license and a fully completed Application Form for Employment for Senior Managers (contained as Annexure C of notice no. 37245) which is available on the WRDM website, www.wrdm.gov.za. No electronic or faxed applications will be considered.
2. Fraudulent qualifications or documents will immediately disqualify any application.
3. Shortlisted candidates will be subjected to competency assessment, security vetting and information verification.
4. The successful candidate will sign an employment contract, performance agreement and disclosure of financial interests.
5. Applicants who are not invited for any interviews should regard their applications as unsuccessful.
6. The Council is an equal opportunity employer and subscribes to an employment equity policy which is non-racial, non-discriminatory, non-sexist and based on merit
7. The WRDM reserves the right not to make an appointment.
8. The Chief Audit Executive and Chief Financial Officer will operate from Cnr 6th and Park Street Randfontein (Western Gauteng Council Centre)
9. Enquiries: Human Capital on (011) 411-5095/5031/5102

Applications must be hand delivered for the attention of the Manager: Human Capital, West Rand District Municipality, cnr Sixth & Park Streets, Monday to Friday between 07:30 and 16:00 up to the closing date (a container for hand-delivered applications will be placed at the HR section); or posted to Private Bag X033, Randfontein, 1760.



ME KOLOI
MUNICIPAL MANAGER