




Moretele Local Municipality is an equal opportunity affirmative action employer and hereby invites suitably qualified and experienced persons for appointments for the under mentioned position. 

OFFICE OF THE MUNICIPAL MANAGER

Post	: Manager: Internal Audit
Reference Number	: 4/1/2/1/3
Task Grade	: T16
Contract	: R 675 757.32 (Excluding Benefits)
Conditions of Employment	: Permanent

Minimum Requirements:

- 8 years or more experience (which includes 2 years of supervisory exposure) covering all aspects of the audit function (activities as depicted in IIA Standards 1000 and 2000).
- A relevant 3-year qualification with preference in auditing or internal audit as a major and registered with a recognized profession.
- Computer literacy: MS Office
- Valid Driver's license.
- Knowledge of the municipality's functional directorates and understanding strategic integration across these.
- In-depth knowledge of the municipality's challenges in delivering municipal services.

- Reviews as to whether the draft audit reports are aligned to the audit methodology / standards before submission to the Manager IA / Senior Audit Manager.

Key responsibilities

- Establish and monitor the implementation of risk-based audit strategies and annual plans.
- Supervise internal audit engagements, ensuring quality control over audit work and timely reporting.
- Compile and present comprehensive audit reports, highlighting key risks and recommendations to executive management and audit committee.
- Evaluate the effectiveness of internal controls, risk management systems, and governance processes.
- Manage and mentor staff, monitor team performance, and foster client relationships.
- Manage internal audit budget
- Build and maintain strong relationships with internal and external assurance providers
- Track new developments in practices to improve the effectiveness and efficiency of the internal audit services.
- Reviews and approves the draft audit report ensuring clear and concise communication with appropriate parties.
- Reports on significant findings in respect of risk, control and corporate governance issues.
- Able to analyze complex audit outcome per the audit methodology
- Evaluate procedures, analyze information and provide conclusions.
- Draft Reports on the results obtained and manage the associated information.

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LOCAL ECONOMIC DEVELOPMENT & PLANNING**

Post	: Town Planner
Reference Number	: 4/1/2/1/6
Task Grade	: T12
Salary	: R 410 689.20 (Excluding benefits)
Conditions of Employment	: Permanent

Minimum Requirements:

- B. Degree / National Diploma in Town/Urban and Regional Planning.
- Registration with South African Council for Planners
- Computer literacy: MS Office
- 3 - 5 years relevant experience required.
- Valid Driver's License

Key Performance Areas:

- Evaluating and/or Assessing Land Use and/or land development applications in terms of Town Planning regulations/legislations/policies/by-laws;
- Conducting site inspections, compiling reports with recommendations to the Municipal Planning Tribunal/Authorized official/ Council for decision making;
- Assess and Analyze building plans in accordance with the applicable legislation and provide support in validating that building plans comply with Town Planning regulations and building regulations and standards;
- Provide awareness to the Councilors, traditional leaders and/or the public in relation to Town Planning dynamics as and when required;
- Prepare terms of reference for and manage any Town Planning related projects;
- Control and manage outdoor advertising in the Municipality

- Interpret and explain planning requirements and policies to applicants and developers;
- Preparing and issuing zoning certificates;
- Update land use register to ensure current zoning;
- Evaluating Site Development Plans;
- Evaluating building plans
- Implement the provisions of the Town Planning tools;
- Policy Formulation;
- Assist with any administrative work.

Application forms (obtainable from the municipality's website www.moretele.gov.za) should clearly indicate the position that you are applying for, accompanied by a comprehensive C.V which includes a minimum two (2) contactable references, copies of qualifications and ID may be hand delivered to: **Municipal Offices, 4065B, Mathibestad** or sent by post to: **The Human Resource Directorate, Private Bag X367 MAKAPANSTAD 0404. All Enquiries related to this position should be directed to the Human Resources Manager at (012) 716 1319/ 1313. Contact person: Mr. Jerry Mabasa.**

Only Shortlisted candidates will be required to submit certified copies. Fax and e-mailed applications will not be considered. If you do not hear any response from the Municipality within 30 days from the date of closing, please consider your application as unsuccessful. Communication will be limited to shortlisted candidates only. Only shortlisted candidates will be subjected to qualification verification, previous employer background/reference check, criminal record check and/credit record check.

Closing date: 23 June 2026
Time: 16H00