



HARRY GWALA DEVELOPMENT AGENCY PTY LTD

The Harry Gwala Development Agency (Pty) Ltd (HGDA) calls for applications for the following position to be engaged on a permanent basis.

MANAGER: INTERNAL AUDIT AND RISK MANAGEMENT

Total remuneration package: R738 108.36 p.a. plus normal fringe benefits

Requirements: • A Grade 12 • A Bachelor's Degree in Commerce with Internal Auditing, Accounting, or Finance as majors • Post Graduate Diploma or Honours in Internal Auditing, Accounting, or Finance will be an added advantage • Professional registration with the Institute of Internal Auditors South Africa (IIASA) and the Institute of Risk Management South Africa (IRMSA) is required • A minimum of four (04) years' experience in an Internal Audit environment, preferably within local government.

Key performance areas: • Develop, implement and monitor Internal Audit and Risk Management policies and procedures • Develop a risk-based Internal Audit plan aligned to the organisation's strategic goals • Monitor the implementation of the Internal Audit plan and report quarterly to the Audit Committee • Manage and monitor performance information audits, including audits of strategic, operational and individual performance plans and reports • Provide support on Internal Audit and Risk matters to the CEO, Management, and the Audit & Risk Committee • Oversee the unit and supervise junior auditors to ensure quality and compliance with the Internal Audit Charter and Global Internal Audit Standards • Develop and facilitate the implementation of the Enterprise Risk Management Policy, Risk Management Implementation Plan, and Anti-Fraud and Corruption Strategy • Conduct risk assessments, facilitate risk identification and evaluation, and assist Management with the development of cost-effective mitigation plans • Present quarterly to the Risk Management Committee on all risk-related activities • Report regularly to Management on all Internal Audit and Risk Management activities • Manage the resources allocated to the sub-division effectively and efficiently • Conduct risk management training, awareness sessions, and provide guidance to Management • Management regarding risk management.

The Harry Gwala Development Agency (Pty) Ltd (HGDA) calls for applications for the following position to be engaged on a permanent basis.

SUPPLY CHAIN MANAGEMENT PRACTITIONER

Total remuneration package: R410 689.15 – R533 086.73 p.a. plus normal fringe benefits

Requirements: • A Grade 12 • A National Diploma or Bachelor's Degree in Supply Chain Management, Accounting, Financial Management or a relevant finance qualification • Knowledge of basic SCM processes and legislation, including the MFMA, SCM Regulations and the PPPFA • Three (03) years' experience in a Supply Chain Management environment, preferably within local government.

Key performance areas: • Manage the procurement database and facilitate procurement of goods and services • Manage demand analysis to ensure proper alignment with budget provisions • Execute applications associated with acquisition, logistics management, disposal, SCM performance and appointment processes to ensure Supply Chain Management procedures are complied with • Manage the implementation of SCM policies and systems to ensure that Supply Chain Management is fair, transparent, competitive and cost-effective • Attend to specific administrative, record and report requirements to ensure legislative compliance • Assist in AFS preparation and attend to formal audit queries • Undertake any other tasks or duties as may be assigned by a supervisor or competent authority.

In compliance with the approved Recruitment and Selection Policy, the Harry Gwala Development Agency (Pty) Ltd (HGDA) calls for applications from suitably qualified incumbents for the following position for a period of 36 months.

FINANCE INTERN

Total remuneration package: R72 000.00 p.a. (all-inclusive CTC)

Requirements: • A Grade 12 plus National Diploma or Bachelor's Degree in Accounting, Financial Management, Auditing, Taxation or relevant finance qualification • Have the ability to communicate fluently in English at all levels (both verbally and written) • Have an ability to work under pressure, good planning and time management skills • Pay attention to detail and must be willing to work outside normal working hours and travel as and when required.

Key performance areas: • Assist in the implementation of Finance management and MFMA • Assist with the expenditure and revenue administration • Assist in payroll/Salary management • Assist in the SCM administration • Assist with procurement process (quotations, tenders, purchase orders) • Assist in maintaining supplier databases and verifying compliance documents • Provide administrative and technical support for bid committees • General finance administration • Undertake any other tasks or duties as may be assigned by a supervisor or competent authority.

Enquiries for the above position may be directed to: The Corporate Service Department, Attention to Ms. B. Bomela on 078 127 8622.

Letters of application, detailed Curriculum Vitae, identity document and driver's license and certified copies of educational qualifications, must be posted to **Harry Gwala Development Agency, Private Bag X507, Ixopo, 3276** or hand delivered to **HGDA Offices, Farmers Market, Ixopo 3276** or alternatively e-mailed to: **recruitment@hgda.co.za**. Please note that only applications received via the aforementioned email will be considered. Faxed or late applications will not be accepted.

CLOSING DATE: 15H00 ON TUESDAY, 23 DECEMBER 2025.

The Agency will only communicate with shortlisted candidates. Should you not be contacted within three (3) months of closure, please accept your application as unsuccessful.

NB: Lobbying for appointment will lead to immediate disqualification. National Equity Principles are applied, and we encourage disabled persons to apply. The Agency reserves the right not to make an appointment.

MRS T.T. THIYANE-MAGAQA: ACTING CHIEF EXECUTIVE OFFICER
HGDA – NOTICE NO: 25-25/26