



## **Director: Internal Audit (Ref no: COO02/2019)**

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**Salary:** R1 005 063 per annum (all-inclusive SMS remuneration package).

**Centre:** Pretoria

**Requirements:**

- An appropriate recognised Bachelor's Degree in Auditing/ Risk Management/ Management Accounting fields or equivalent relevant qualification (NQF Level 7);
- Minimum of 5 years' experience at a middle/senior managerial level;
- Knowledge of the Standards for the Professional Practice of Internal Audit and the Code of Ethics developed by the institute of Internal Audit;
- Extensive knowledge of internal auditing, risk management, Public Finance Management Act and Treasury Regulations;
- Proven strategic management and leadership capabilities. Good communication (both verbal and report writing), problem solving, sound research, analytical, auditing and presentation skills;
- Ability to apply policies, gather and analyse information, and work under pressure and long hours.

**Duties:**

- Provide management support on the facilitation and coordination of internal audit services within the Department;
- Develop a three-year risk-based strategic internal audit plan and annual internal audit plan;
- Develop communication strategy of the plans. Manage the identification and evaluation of organisation's audit risk areas and provide significant inputs to the development of a risk-based annual internal audit plan; Manage and coordinate planning and execution of internal audits;
- Facilitate and coordinate audit processes. Identify audit gaps and provide corrective measures. Provide support and gather information necessary for audits. Ensure effective and efficient audits practices;
- Manage the performance of audit procedures, including identifying and defining issues, develop criteria, reviewing and analysing evidence, and documenting client processes and procedures. Monitor and facilitate reporting on internal audits;

- Maintain internal audits reporting processes and procedures. Ensure adherence to the utilisation of policies and procedure;
- Communicate the results of audit and consulting projects via written reports and oral presentation on a timely basis to management and the Audit and Risk Committee;
- Perform ad-hoc audits and investigations as and when requested by management. Prepare audit reports. Manage the implementation of approved operational and strategic plans, policies and procedures and internal audit guidelines;
- Provide advice to internal audit staff on the implementation of approved functional plans. Ensure the alignment of processes and procedure with the business plan of the function;
- Monitor adherence to internal audit standards and procedure. Facilitate the Audit and Risk Committee functions.

**Enquiries:** Ms H Schoeman; Tel: (012) 399 9890

**For attention:** Mr L I Letshedi

**Closing Date:** **29 April 2019**

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- All applications must be submitted on a signed **Z83 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License in order to be considered.
  - **Applications must be forwarded** to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
  - The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
  - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
  - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.
  - Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
  - Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
  - Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
  - All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience.
  - The Department reserves the right not to make an appointment.
  - No e-mailed, faxed or late applications will be considered.
  - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.