



## Director: Internal Audit (COO12/2017)

**Salary** Remuneration package of R948 174.00 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.

**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 the 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

**Closing Date:** 30 April 2018

**For Attention:** Mr L I Letshedi

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- All applications must be submitted on a **Z83 application form** (*click bold underlined text to download PDF form*) accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) in order to be considered.
  - 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.
  - People with Disabilities are encouraged to apply
  - 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 subject to a security clearance, the signing of a performance agreement and an employment contract.
  - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
  - The department reserves the right not to make an appointment.
  - Relaxation of qualification requirements may be considered for non-OSD posts
  - **Applications must be forwarded to: 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.** No faxed, e-mailed and late applications will be considered.