

ASSISTANT DIRECTOR: INTERNAL AUDIT UNIT

SALARY NOTCH : R252, 144 PER ANNUM

REF PPT 14/09

REQUIREMENTS:

- An appropriate BCom degree with Auditing or Accounting as major subjects or a 3 year National Diploma in Internal Auditing or related field.
- A minimum of 3 years appropriate experience in an audit or related environment;
- Demonstrable sound knowledge, understanding and application of current internal audit standards and methodology;
- The candidate must possess a working familiarity with the Committee of Sponsoring Organisations (COSO);
- The ability to apply the complete Microsoft package (Excel, Word, Powerpoint, Outlook, etc);
- Knowledge of TeamMate and ACL will be an added advantage;
- Adequate supervisory skills;
- The ability to work independently;
- Preference will be given to candidates with proven analytical, lateral and innovative thinking, problem-solving, good communication and report-writing skills; and
- A valid driver's licence will be an added advantage and the willingness to travel extensively.

KEY PERFORMANCE AREAS:

- Provide input to the strategic and operational planning processes;
- Plan, execute and report on audit reviews as scheduled;
- Review work performed in terms of quality;
- Conduct sessions with the audit clients;
- Supervise subordinate staff members in the unit; and
- Manage performance of staff members where appropriate.

APPLICATION INSTRUCTIONS

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, drivers license

(where applicable) and Identity Document(with an original certification stamp, Z83 form must be signed by an original signature)

- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).
- The Department of Provincial Planning and Treasury welcomes people with disabilities.
- Females and people with disabilities are encouraged to apply.
- All short listed candidates will be required to undergo security clearance.
- All the appointments are subject to State Security Agency (SSA) security screening.

Applications can be forwarded through one of the following options:

- **Post:** The Director: Human Resources Services, Eastern Cape Provincial Planning and Treasury, Private Bag x0029 ,Bhisho,5605
- **Hand Delivery:**Human Resources Section, Provincial Planning and Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho

Failure to submit a comprehensive CV, qualifications and the signed Z83 form will result in the disqualification of the application from the process.

CLOSING DATE: 14 MARCH 2014