

INTERNAL AUDITOR : INTERNAL AUDIT UNIT
SALARY NOTCH : R 183 438 PER ANNUM
REF : PPT 14/17

REQUIREMENTS

An appropriate Degree / National Diploma with Auditing or Internal Auditing as major subjects with appropriate experience of two (2) years in an Audit environment. Computer Literacy, Ms Word, Excel, Outlook and the Internet. Sound knowledge of TeamMate and ACL will be an added advantage. Preference will be given to candidates with proven analytical, lateral and innovative thinking, problem solving, good communication skills and report writing skills. The successful candidate shall be prepared to travel extensively throughout the province. A valid driver's licence.

Personal qualities-Behavioural Skills: Diligence, Honest, integrity and confidentiality, Independence, Ethics sensitivity, Objectivity.

KEY PERFORMANCE AREAS

Execute internal audit assignments under the supervision of a Senior Internal Auditor / Assistant Director. Discuss audit findings with operational management. Assist with the audit planning and development of recommendations for improvement of internal control. Perform any other delegated tasks.

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: 27 JUNE 2014