



Province of the  
**EASTERN CAPE**  
PROVINCIAL TREASURY

**ASSISTANT DIRECTOR** : **INTERNAL AUDIT**  
**SALARY NOTCH** : **R270 804 PER ANNUM**

**SALARY LEVEL** : **09**

**REF** : **PT15 /**

**Purpose:** To render Internal Audit Services for the Department.

## **REQUIREMENTS**

Appropriate B Com Degree /National Diploma with Auditing or Accounting as major subject plus Minimum of 5 years experience in Auditing environment. Computer Literacy.

**Applicants must possess the following Skills and Competencies:** Theory and Practice of Internal Audit. Knowledge and application of applicable legislative requirement. Departmental Policies and Procedures. Governance & Risk Management. Budget Preparation, Monitoring and Reporting. Problem solving skills. Analytical Thinker. Communication (verbal & Written).

## **KEY PERFORMANCE AREAS:**

**Facilitate the compilation / reviewal of reports on audit projects:** Assist in planning, execution, communicating the result of planned and adhoc projects via written reports and oral presentations to management and the audit committee. Assist in implementing, monitoring and reporting on the Quality Assurance Improvement Programme (QAIP). Develop and maintain productive client and staff relationships. **Assist in ensuring that the internal audit activities are aligned with provincial guidelines:** Assist in the preparation of the budget for the IAA. Assist in ensuring that financial resources are utilised in line with the approved budget. Ensure that assets are managed, maintained and safeguarded. **Manage area of responsibility:** Maintain high standards by ensuring that the section produces excellent work in terms of quality/quantity and timeliness. Independantly create an environment of motivation and control. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Afford staff adequate training and development opportunities. Workplans and Personal Development Plans (PDP's) for all subordinates developed and implemented in a timely manner. Manage employee performance on a daily basis and ensure timely Performance Assessments of all subordinates.

## 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](http://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 Treasury welcomes people with disabilities.
- 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 Treasury, Private Bag x0029 ,Bhisho,5605
- **Hand Delivery:** Human Resources Section, Provincial Treasury, Room No: 3052 3<sup>rd</sup> 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.

**Enquiries can be directed to Ms B Ndayi at (040) 1010 072**

**CLOSING DATE: 12 JUNE 2015**