

# Career

**Post** : INTERNAL AUDIT SPECIALIST (Six Month Contract)  
**Ref** : MPT/01/2016  
**Salary Package** : R 306 411.00

## REQUIREMENTS:

A three year Degree/Diploma or equivalent NQF Level 6 specialising in internal auditing with 6 years' relevant working experience of which at least 2-3 years must have been at a supervisory level. Membership and good standing with the IIA. Knowledge of PFMA, MFMA, Treasury Regulations, Provincial Treasury Instructions, and financial norms and standards. Extensive knowledge of the IIA standards and Internal Audit processes, Adherence to independence and audit objectivity principles, ability to interact with all levels of management, Ability to maintain confidentiality and work independently, good presentation skills and the ability to liaise at a senior level. Excellent communication skills (both written and verbal). Computer literacy (Ms Word and Excel). Ability to work under pressure. Valid drivers' license.

## RESPONSIBILITIES:

Improve internal audit processes and corporate governance by evaluating and analysing Internal plans. Improve the functionality of Audit Committees by evaluating its effectiveness through attendance and observation of audit committee meetings. Perform internal quality assessment reviews as well as follow-ups on the implementation of Quality Assessment review recommendations. Analyse the Financial Management Capability Maturity Model results and issue strategic support plans to improve Internal Audit Maturity level. Develop Provincial Guidelines tools and monitor the implementation by stakeholders to promote standardised Internal Audit processes. Facilitate Internal Audit Forums for information sharing and best practice amongst provincial stakeholders. Monitor the implementation of Internal and /external Audit recommendations.

**Post** : RISK MANAGEMENT SPECIALIST (Six Month Contract)  
**Ref** : MPT/02/2016  
**Salary Package** : R 306 41

## REQUIREMENTS:

A Degree/Diploma in Internal Audit and Risk Management with minimum of 2 years' working experience in Risk Management. Membership with a related professional body would be an added advantage. Knowledge of PFMA, MFMA, Treasury Regulations, Provincial Treasury Instructions, and financial norms and standards. Sound understanding of Risk Management principles and philosophy, ability to think strategically, ability to interact with all levels of management and excellent facilitation and presentation skills. Excellent communication skills (both written and verbal). Computer literacy (Ms Word and Excel). Ability to work under pressure. Valid drivers' license.

## RESPONSIBILITIES:

To facilitate the effective implementation of risk management through assisting Government Institutions in building capacity for efficient, effective system of risk management. Monitor and assess the implementation of Risk Management processes. Develop Provincial Guidelines tools and monitor the implementation by stakeholders to promote a uniform Risk Management approach within the province. Facilitate information sharing and best practice amongst provincial stakeholders. Assess the effectiveness of Risk management processes and practices within the Province.

## Directions to Candidates:

Applications must be submitted on a Z83 form obtainable from any Public Service Department, and should be accompanied by complete Curriculum Vitae, original certified copies of qualifications and identity document, and names of three references.

Note: It is the Provincial Treasury's intention to promote equity through the filling of all advertised posts in line with the numerical targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

## IMPORTANT NOTE:

If you do not hear from us within three months of the closing date, please regard your application as unsuccessful. Correspondence will be entered into with short-listed candidates only. The Provincial Treasury reserves the right not to make an appointment. Confirmation of appointment is subject to verification of the applicant's documents, security clearance and reference checking.

**Note:** Applications received after the closing date will not be considered. A separate application must be submitted for each post.

**Enquiries:** Ms MJF Bezuidenhout Telephone no. 013-766 4519/4228.

All applications should be forwarded to:  
The Head Official  
Provincial Treasury  
Private Bag x 11205  
Mbombela  
1200

## Hand delivered applications to any of the following offices:

Provincial Treasury, Riverside Government Complex, Building No. 4 Lower Ground  
Kwa-Mhlanga Government Complex (Provincial Treasury)  
Tender Board Offices (Elukwatini, Evander, Malelane, Middelburg, Mammethlake, Piet Retief and Bushbuckridge).

Persons with disability are encouraged to apply

**CLOSING DATE 22 JULY 2016**



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