



# the doj & cd

Department:  
Justice and Constitutional Development  
**REPUBLIC OF SOUTH AFRICA**

Private Bag X 81, PRETORIA, 0001 • Momentum Centre, 329 Pretorius Street, PRETORIA  
Tel (012) 315 1111, Fax (012) 315 1113

**Sub-Office File 2/1/5**

**18 July 2008**

## **VACANCIES (Head Office File 6/4/2/1)**

**REFERENCE: 08/274/IA**

**POST: INTERNAL AUDITOR: GENERAL ASSURANCE**

**CENTRE: MAFIKENG**

**SALARY:** R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.

### **REQUIREMENTS:**

- An appropriate three year Degree or Diploma with majors in Auditing/Internal Auditing and Accounting;
- Membership of the Institute of Internal Auditors or a relevant professional association;
- Two years experience in Internal Auditing (includes internship/learnership);
- Knowledge of the Public Finance Management Act (PFMA), SPPIA and related legislation;
- A valid driver's license will be an added advantage.

### **DUTIES:**

- Provide input in conducting risk assessments;
- Assist in planning audit assignments;
- Prepare audit programmes together with the Audit Manager;
- Conduct audit assignments in accordance with the audit methodology;
- Gather adequate, competent, relevant and useful audit evidence;
- Prepare draft reports for review by management;
- Conduct ad-hoc assignments and follow-up audits;
- Assist in the administration of the Internal Audit Activity;

**ENQUIRIES:** Ms A Xundu ☎ (012) 3151781

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
**Postal address:** The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001.  
**OR**

**TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

**Physical address:** Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE: 11 August 2008**

**NOTE:**

Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). Applications should be accompanied by certified copies of qualifications, identity document, driver's license and proof of experience/certificates of service. A SAQA evaluation report must accompany foreign qualifications. **The CV to be typed and completed by all applicants is available on the DOJ website [www.doj.gov.za](http://www.doj.gov.za) or at any DOJ&CD sub-office and this typed CV must accompany the Z83 and all other supporting documents required.** Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996 (Act No. 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No. 55 of 1998) and relevant Human Resource policies of the Department will be taken into consideration. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process.

Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

**CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE**