



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

25 July 2008

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

REFERENCE: 08/279/IA

POST: SENIOR AUDIT MANAGER: GENERAL ASSURANCE

CENTRE: NATIONAL OFFICE, PRETORIA

PACKAGE: R540 429 – R581 880 per annum (All inclusive). 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;
- Six years hands-on experience in Internal Auditing/Auditing of which three years should be at middle management level;
- Membership of the Institute of Internal Auditors or a recognized profession;
- Advanced knowledge of auditing and accounting. Experience in an automated auditing environment will be an advantage;
- Study towards obtaining the Certified Internal Auditor (CIA) designation or a recognized professional qualification;
- Knowledge of the Public Finance Management Act (PFMA), SPPIA and related legislation;
- A valid driver's license as the candidate will be required to travel frequently.

DUTIES:

- Co-ordinate and provide input in the development of Internal Audit three year and annual audit plans;
- Assist management with facilitation of risk assessment;
- Advise management on internal controls and compliance with regulatory framework;
- Conduct audits on complex and high level audit projects;
- Manage and co-ordinate audit and transfer of skills;
-

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- Provide input in the continuous improvement of internal audit within the Department;
- Present quality reports to management and various stakeholders;
- Lead subordinates and manage performance and staff from Regions and offices within Internal Audit;
- Contribute to the co-ordination of work of internal audit with external auditors;
- Effectively manage finance, other resources and operations within Internal Audit;
- Market and promote Internal Audit.

ENQUIRIES: Ms A Xundu ☎ (012) 315 1781

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

CLOSING DATE: 18 August 2008

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. **The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office. This must be typed and 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