



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: 08/280/IA

POST: REGIONAL AUDIT MANAGER (2 POSTS)

CENTRE: DURBAN (1) AND MAFIKENG (1)

PACKAGE: R407 745 – R472 758 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;
- Five years experience in internal auditing of which two years should be at Supervisory/Management level, alternatively; completed articles with three years relevant internal audit experience of which one year should be at a Supervisory/Management level;
- A candidate must be pursuing either the Chartered Accountant (CA) or Certified Internal Auditor (CIA) designation and must also be a member of the Institute of Internal Auditors and comply with the Standards of the Professional Practice of Internal Auditing or other professional standards;
- A valid driver's license as the candidate will be required to travel frequently.

DUTIES:

- Provide input in the development of Internal Audit three year and annual plans on regional audit focus areas;
- Ensure that audits are conducted in accordance with the approved audit methodology and IIA standards;
- Plan, execute and report on complex and high level audit assignments;
- Lead and manage internal audit teams to ensure that audit projects are executed and performance targets are achieved;
- Build and maintain relationships with all stakeholders;
- Document information and transaction flows;
- Assist with the business risk analysis;
- Provide management and other stakeholders with timely audit reports;
- Manage internal audit resources to ensure that unit is managed effectively and efficiently;
- Perform ad-hoc assignments;
- Train, mentor and develop team members;
- Promote and market internal audit services in the region.

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

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 X81, Pretoria, 0001.
OR
Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE: 18 August 2008

NOTE: **If applying for more than one centre, please specify centre applying for. Submit a separate application for each centre and list centre in order of preference.**

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