



ADVERT

Post: Senior Internal Auditor
Department: Internal Audit
Reference: SIA/RTIA/2019
Salary: Negotiable
Term: Permanent

Requirements: * National Diploma or B Degree in Auditing or Financial Accounting or equivalent qualification * Post graduate degree will be an added advantage * CIA certification or parts thereof will be an added advantage * Professional membership with IIA will be an added advantage * Minimum of five (05) years working experience in the related field * Extensive knowledge of internal audit methodologies, tools, systems and procedures * Extensive knowledge and understanding of the International Standards for the Professional Practice of Internal Auditing * Knowledge and understanding of the Public Finance Management Act and Treasury Regulations * Knowledge and understanding of the Risk Management Framework * Knowledge and understanding of King IV and King Code * Extensive knowledge of governance issues within the public sector * Knowledge and understanding of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic * Proficiency in English * Driver's licence will be an added advantage.

Required competencies: * Interpersonal skills * Writing and presentation skills * Analytical skills * Organisational skills * Administration skills * Good record keeping * Fraud awareness * Report writing skills * Communication skills * Investigation skills * Databases and/or spreadsheets * Problem solving and analysis * Negotiating and influencing skills * Planning and analysis * Hard working * Integrity & commitment * Quality orientation * Service delivery orientation * Proactive & Innovative * Good judgment * Team worker * Flexible/change oriented * Assertiveness & decisiveness * Responsiveness * Professionalism * Attention to detail * Respect & emotional intelligence * Good interpersonal relations.

Duties: * **Achievement of work plans:** * Develop policies, processes and standard operating procedures relating to own area of specialization * Provide specialist input in the development of Operational Plans and Organisational Strategy * Execute work plans and drive the evidence collection in real time * Produce reports against the implementation of work plans * Respond to audit findings with complete evidence, on time * Implement documented data management practices * Comply to policies and procedures in the unit * **Strategic, operational planning and management of audit projects:** * Contribute to the development of Internal Audit strategic and operational plans * Prepare

draft reviews for Internal Audit charter annually or when it is required * Provide inputs in the area of improvement on the internal audit methodology annually or when it is required * Collect background information on the area to be audited (preliminary survey) * Prepare engagement letters for allocated audits as per approved annual audit plan * Facilitate the opening meeting during the audit * Document the system description * Prepare the risk and control matrix * Prepare quality audit program * **Execution of audit projects and preparation of quality audit reports:** * Prepare working papers with relevant and sufficient evidence in accordance with the RTIA internal audit methodology * Prepare draft findings and discuss them with management * Clear all review notes raised by the Manager: Internal Audit * Prepare a complete audit file as per internal audit methodology * Compile accurate and concise audit report * Facilitate closing meetings during the audit * Prepare management/progress reports as requested by the Manager: Internal Audit * Prepare submission as needed by the Unit * Submit client satisfactory surveys to management at the end of each audit * **Optimisation of the Section** * Keep up to date with new developments and changes in own field and within RTIA * Share new information and best practice trends with colleagues * Proactively introduce improvement opportunities in line with best practice to optimise organisational success * Partner with management to optimise productivity and team work effectiveness * Maintain ownership for own work, performance management and development * Maintain open and honest communication * Engage in problem solving and continuous improvement processes to optimise output of the area * Demonstrate visible ownership of business wide initiatives impacting on area of accountability.

Enquiries: Mr. Kabelo Magongwa – (087) 285 0500

Correspondence will only be with shortlisted candidates, if you do not hear from us in 30 days please consider your application as unsuccessful.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: The Human Resources Division, RTIA, PO Box 6341, Halfway House, 1685 or hand delivered to Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand or emailed to Recruitment@rtia.co.za

Please note that applications without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an equal opportunity employer and is seeking to balance the employment equity profile. The Agency is thus strongly encouraging applicants from the following designated groups; Indians, Coloureds, Whites, unemployed youth, females and people living with disabilities to apply. Preference will be given to Coloureds, Indians and Whites.

Where applicable, applicants are further advised that candidates will be subjected to a competency assessment and or vetting to ascertain their suitability for the position.

Closing Date: 09 December 2019 @ 16:30 pm