

DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

- APPLICATIONS** : Direct your application quoting the above relevant reference number to: The Acting Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Hallmark Building, Proes Street between Andries and Paul Kruger Streets.
- CLOSING DATE** : 22 February 2010 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. No faxed applications will be considered. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

- POST 04/17** : **SENIOR INTERNAL AUDITOR: REF NO NDOH 2/2010**
Office of the Director-General. Directorate: Internal Audit
This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post
- SALARY** : R161 970 per annum (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : *A three year Bachelor's degree or equivalent qualification in commerce, economics science, accounting, public administration and project management
*Two (2) to three (3) years internal auditing/external audit experience
*Knowledge of accounting, auditing, service delivery concepts, techniques, terminology and procedures used in the department, government policies and regulations and Standards of Institute of Internal auditors *Knowledge of audit computer language (ACL) programme and Teammate will be added advantages
*Computer literacy *Good communication skills (written and verbal) *Good planning, organising and analytical skills *Good negotiation and problem solving/conflict management skills *Good management and supervisory skills
*Ability to gather relevant information through interviews and analytical review of documents *Must be prepared to travel, work irregular hours and under pressure
*A valid Code B driver's licence will be an added advantage.
- DUTIES** : *Timely and accurate completion of compliance/ performance audits as per annual plan *Implement audit coverage plans linked to identified risks *Guide and supervise audit team on audit assignments to ensure that objectives are attained
*Ensure that audit work conforms the Institute of Internal Audits (IIA) Standards and other guidelines/procedures set by the department *Review audit working papers/audit evidence and audit work performed, ensuring that objectives of the audit are met *Implement training schedule for team members twice in a year
*Implement training programme *Ensure that project appraisal forms are completed for all team members *Promote and improve the image of the Internal Audit Unit by submitting Client Satisfaction questionnaires to the Auditees when/after the final report is issued so that completed questionnaires can be evaluated for service delivery improvement *Assist Audit supervisor with the drafting of summary audit reports to management and audit committee or other stakeholders *Display alertness/awareness to red flags of fraud or opportunities such as control weakness, that could allow fraud, corruption and other irregularities to be perpetrated *Ensure proper use of relevant audit software to

accomplish the objectives of the audit e.g. ACL *Conduct follow-up audits on all previous compliance and/or performance audit projects and management consulting-assignments to determine the adequacy, effectiveness and timeliness of actions taken by the clients on the reported audit findings.

ENQUIRIES

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Mr M M Komape at tel (012)312-0592

POST 04/18

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ASSISTANT INTERNAL AUDITOR: REF NO NDOH 3/2010

Office of the Director-General. Directorate: Internal Audit

This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).

SALARY

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R105 645 per annum (plus competitive benefits)

CENTRE

:

Pretoria

REQUIREMENTS

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*An appropriate three-year Bachelor's degree or equivalent qualification in commerce, economic sciences, accounting, public administration and project management *At least one (1) year experience in related field of internal auditing *Knowledge and understanding of basic financial management, accounting, statistical analysis and Standards for the Professional Practice of Internal Auditing (SPPIA) *Must be prepared to travel occasionally and work irregular hours when necessary *Computer literacy *Intermediate numeric and literacy skills *Good interpersonal relations *Good communication skills (written and verbal).

DUTIES

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*Perform audit tests and provide audit results which form the basis of all reports to management *Assist internal auditors in execution of audit plan *Assist senior internal auditors in obtaining information to analyse internal control systems and procedures and document system descriptions *Prepare working papers and obtain audit evidence for all audit exceptions *Verify compliance with laws, regulations, departmental policies and procedures relating to audits conducted *Assist other team members in compiling audit queries *Signing-off of all working papers compiled by auditors *Liaise with senior internal auditors and clients at certain levels on a regular basis during the audit and provide feedback on all matters to the supervisor *In conjunction with the supervisor, perform clerical duties relating to audit work or other related duties *Supervision of interns may be required from time to time.

ENQUIRIES

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Mr M M Baloyi at tel (012) 312-0741.