

DEPARTMENT OF ENERGY

<u>APPLICATIONS</u>	:	The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)
<u>FOR ATTENTION</u>	:	Mr D Mbhokota/ Mr. T Kekana
<u>CLOSING DATE</u>	:	02 February 2018
<u>NOTE</u>	:	Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. N.B email or fax applications will not be accepted.

OTHER POSTS

<u>POST 03/02</u>	:	<u>DEPUTY DIRECTOR: AUDIT SERVICES</u>
<u>SALARY</u>	:	R657 558 per annum all-inclusive package (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Degree /National Diploma in Internal Audit or Information Technology Audit with a minimum of 3 years' experience at the junior management level within Internal Audit or Information Technology Audit environment Plus the following key competencies: knowledge of IIA Standards, ISACA Standard, COBIT, COSO framework and other applicable legislation, knowledge of PFMA and Treasury Regulations, Thinking Demand, Analytical thinking, dispute resolution, investigation procedures, conflict resolution (between Managers/Supervisors and their subordinates),Information evaluation and decision making Skills: Leadership skills Leadership: to lead the audit team for specific projects; give direction as well as guidance to the team members,Negotiation skills, Policy Development and ability to interpret and apply policies correctly, Presentation skills, Communication skills (verbal and written)Personal Attributes, Innovative thinker, team orientation (receptive to ideas and suggestions),Good communicator (ability to communicate with all employees at all levels),Computer Literate, Leadership: to lead the audit team for specific projects, give direction as well as guidance to the team members. CISA and CIA would be an added advantage. DUTIES: Prepare Annual and 3 year rolling audit Plan, Management of Audits, Provide operational leadership, Identify internal process improvement opportunities eg. updating the methodology, Provide managerial activities. Recommendation: The position requires frequent travelling around the country and working long hours
<u>ENQUIRIES</u>	:	Mr. M Figaret (012) 406 7766

POST 03/03 : **IT AUDITOR: AUDIT SERVICES**

SALARY : R281 418 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree or National Diploma in Information Technology Audit or Internal Auditing with a Minimum of 1 year Information Technology Auditing or Internal Audit experience PLUS the following key competencies Knowledge of IIA standards, COBIT, PFMA, Treasury Regulation, Thinking Demand: Research skills; Analytical review, Skills: Evidence Collection; Good communications skills (verbal and written), Financial Management, Project management, Personal Attributes: Ability to work in team player; Client orientation; Customer focus.

DUTIES : Audit Planning, Audit Execution, Reporting, Identify internal process improvement opportunities e.g. updating the methodology, Assist in performing administrative tasks in support of the unit's objectives where requested. Recommendation: The position requires frequent travelling around the country and working long hours

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