

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Internal Audit Division, Private Bag X910, Pretoria 0001 or may be hand delivered to Armscor Building, Corner Nossop and Boeing Street, Erasmuskloof, Pretoria.
- CLOSING DATE** : 04 May 2018 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules.

OTHER POST

- POST 16/01** : **ASSISTANT DIRECTOR REF NO: IAD/06/18 (5 POSTS)**
- SALARY** : R417 552 per annum (Level 10)
- CENTRE** : Internal Audit Division, Erasmuskloof, Pretoria
- REQUIREMENTS** : A recognised Degree or National Diploma in Internal Audit or related field. Audit knowledge. Extensive knowledge of government policies, departmental policy, departmental decisions and activities as well as on the wider intra-departmental activities in government. A minimum of 3-4 years' experience in Internal Auditing or similar environment. Special requirements (Skills needed): Financial Administration skills. Knowledge management. Project management. Total quality management. Analytical and research skills. Presentation skills. Good communication skills (written and verbal). Problem solving skills. Computer skills. Ability to work under pressure. Meet tight deadlines and be target driven. A valid drivers' licence. The successful candidate will be required to obtain a Confidential Security Clearance within a year.
- DUTIES** : Ensure compliance with established policies, procedures and applicable laws and regulations. Review the objectives of internal audit working papers. Continuous feedback of all audit activities to the Manager. Conduct audits as risk identified from the Risk Register. Compile internal audit reports. Review adequacy and application of the accounting, financial and operational controls. Testing the

effectiveness and efficiency of the internal control system in the Department. Discuss and clear audit findings and reports with line management. Communicate results in writing including objectives, scope, applicable conclusions, recommendations and action plans. Review the planning and execution of internal audits in accordance with the Internal Audit Strategic Plan. Implement a risk-based in conducting audits. Record a plan for each engagement, including the scope, objectives, timing and resource allocations. Supervise audits in accordance with the internal audits standards. Lead and guide audit team on engagements. Provide consulting and advisory services as requested and as appropriate. Test the accuracy of internal records, information systems, management procedures and internal controls. Recommend necessary improvements in the internal control systems. Perform quality reviews on all audit work carried out. Ensure professionalism by applying the relevant internal audit standards. Manage and motivate subordinates.

ENQUIRIES

: Mrs A. Rocher, Tel No: (012) 649 1065.