

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity, affirmative action employer. It is our intention to promote representivity including race, gender and disability through the filling of these positions. To further the objective of representivity within the Department, Males and people with disabilities are encouraged to apply

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001 or Department of Human Settlements, 260 Justice Mahomed Street, Ruth Mampati Building, Sunnyside, Pretoria, 0002
- FOR ATTENTION** : Ms N Nortman
- CLOSING DATE** : 18 May 2018
- NOTE** : All applicants will be subjected to security clearance processes in accordance with the requirements of the Minimum Information Security Standard, qualification verification and other assessment processes. Should the outcome of these processes not meet the required prescripts, your appointment will NOT be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified in the past 12 months. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment.

OTHER POST

- POST 18/08** : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: DOHS/13/2018**
(3 Years Contract)
Chief Directorate: Internal Audit, Risk Management and Special Investigations
- SALARY** : R334 545 per annum plus 37 % in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised National Diploma or BCOM Degree in Internal Auditing / Auditing or Financial Accounting. Member of Institute of Internal Auditors (IIA), General Internal Auditor (GIA), Certified Internal Auditor (CIA) or studying towards CIA an added advantage. A Minimum of three years experience in Internal Auditing of which one year should be at a supervisory level and experience in conducting performance audits. Knowledge of Public Finance Management Act, Treasury Regulations and General Accepted Accounting Practices. Good understanding of the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing and Code of Ethics. Good written and verbal communication. Report writing. Good Interpersonal relations. Analytical skills.

Problem solving and conflict management. Supervisory skills. Computer literacy. Ability to use the audit working paper tool (Teammate) and knowledge of Audit Command Language (ACL) an added advantage. Willingness to travel when required. A valid driver's licence.

DUTIES

: Ensure efficient and effective management of Performance Audits. Comprehensive Audit Planning processes and outcomes. Audit Execution by evaluating the economy, the effectiveness and efficiency of management measures put in place. Timeous Audit reporting on each phase of the audit project.

ENQUIRIES

: Ms N Nortman Tel No: (012) 444-9115

NOTE

: Representivity: Diversity is promoted. Males and People with Disabilities are encouraged to apply