

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

The Department of Sport, Arts and Culture is an equal opportunity affirmative action employer. It is our intention to promote representivity in the Public Service through the filling of posts and we reserve the right not to fill a position. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

- APPLICATIONS** : recruitment@dsac.gov.za Please quote the reference number in the heading/ subject line. There will be no follow up emails to this address, correspondence will be limited to shortlisted candidates only. Please indicate the post title/ reference number in the subject line of the email. Applications received after the closing date, as well as applications received via mail or hand delivery will NOT be considered or accepted.
- CLOSING DATE** : 07 October 2021 at 16:00
- NOTE** : Applications are hereby invited from suitably and qualified persons to apply for the following positions. Applicants are advised that a new application for employment (Z83) has been in effect since 01 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be considered. Ensure that you sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed and initialled will be deemed a regret. All sections of the Z83 must be completed. The application form should be accompanied by a recent comprehensive CV; with three contactable referees (telephone numbers and email addresses must be indicated); Applicants must submit copies of qualifications (Matric certificate and other educational qualifications), Identity Document and Drivers licence (where required). Such copies need not be certified when applying for a post. Only send documents related to the requirements in the advert. Failure to submit the required documentation will automatically disqualify applications. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. If an applicant wishes to withdraw an application, it must be done in writing. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the Department in that regard. Shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The appointment will be subject to positive vetting results. We encourage all applicants to declare any criminal and or negative credits records. Short-listed candidates must avail themselves for an interview on a date, time at the venue/ method to be determined by the Department. Interviews will/ may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. Since employees are encouraged to work remotely during the period of lockdown, the successful candidate will be required to enter into a remote working contractual agreement in order to manage accountability, performance and liabilities based on clearly agreed upon deliverables with the respective Supervisor/ Manager. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. DSAC reserves the right not to make appointments. Employment Equity_It is the Department's intention to promote equity (race, gender and disability) through the filling of this position with candidates whose transfer / promotion / appointment will promote representivity. Therefore, African Males, Coloured Males, Indian Males, Coloured Females and Indian Females and people with disabilities are encouraged to apply.

OTHER POST

<u>POST 33/64</u>	:	<u>INTERNAL AUDITOR (X4 POSTS)</u> (X1 Position-Permanent) (X3 Positions-12 Month Contract)
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Pretoria (Permanent Post) Ref No: DSAC-01/09/2021 (Contract Posts)Ref No: DSAC-02/09/2021
<u>REQUIREMENTS</u>	:	A National Diploma/ BTech / Bachelor of Commerce Degree (NQF6) in Auditing and Accounting; A minimum of 2 years' practical experience in the auditing field; Must be a member of the Institute of Internal Auditors of South Africa (IIA SA); Knowledge of relevant prescripts and Acts relevant to the Internal Audit environment and the public sector in general; Knowledge of computer programmes/software applicable in Internal Audit (eg. Teammate); Advanced communication Skills; People Management Skills; Project Management Skills; Effective Report Writing Skills; Proactive and creative problem-solving Skills; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	The purpose of this position is to provide management with an independent appraisal of the adequacy, effectiveness and the efficiency of corporate, financial operations and compliance with laws and regulations. (Performance, Regularity and Compliance Audits/Administration function); Planning of all allocated internal audit assignments as per the annual audit coverage plan; Prepare Internal Audit Notification Letter for commencement of each allocated internal audit project; Schedule, Attend/conduct entrance opening (audit entrance) meetings with relevant auditees; Develop proposals to determine the scope of allocated internal audits i.e. compile Audit Planning Memorandum for each allocated audit; Collect, analyse and interpret data for purposes of documenting a system description; Execution of all allocated internal audits assignments as per the annual audit coverage plan; Compile audit working papers as per the approved DSAC Internal Audit Methodology; Compile Audit working paper file and reference and cross reference all relevant documents; Build and maintain client relations; Monitor progress / Follow-up on the implementation of agreed upon action plans; Reporting and concluding on all assigned audit assignments as per the annual audit coverage plan; Develop findings (informal queries) as per the deviations noted from the audit procedures performed and recommendations for the enhancement of controls/processes; Compile draft internal audit reports for each allocated internal audit assignment; Schedule, Attend/conduct closing (audit exit) meetings with relevant auditees; Maintain the internal audit findings tracker database for all completed internal audit projects.
<u>ENQUIRIES</u>	:	Post-related: Ms R Ismail Tel No: (012) 441 3724 General: Ms J Boonzaaier Tel No: (012) 441 3230