

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Deputy Director: Internal Audit

Core code :

Post level and salary code : 11

Occupational class code :

Name of component :

Location :

Posts reports to : CAE

Date of appointment :

B. JOB PURPOSE

To manage the sub-directorate internal audit to ensure the implementation of the Internal Audit Plan, provide assurance on governance, risk management and control processes in accordance with International Standards for Professional Practice of Internal Auditing Standards (ISPPA) and the legislative framework, review and implement internal audit methodologies policies and procedures.

C. KEY PERFORMANCE AREAS

- (a) Manage the internal audit sub directorate
- (i) Ensure the maintenance of efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits.
 - (ii) Communicate the results of internal audit engagements.
 - (iii) Review, collect information and compile internal audit reports to the accounting officer and audit committee, compile progress reports against audit plan, Quarterly reports and annual reports.
 - (iv) Monitor the policy and legislative framework to ensure that cognizance is taken of new developments.
 - (v) Develop and maintain internal audit methodologies policies and procedures.
 - (vi) Provide advice and guidance to role players on the requirements and implementation of internal audit methodologies policies and procedures.

- (vii) Implement, monitor and report on the Quality Assurance Improvement Program.
- (b) Develop strategic internal audit plans.
 - (i) Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy.
 - (ii) Participate in the development of the three year strategic risk based internal audit plan.
 - (iii) Develop the annual internal audit operational plan.
- (c) Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort.
- (d) Keep up to date with new developments in the internal audit environment. This would, *inter alia*, entail the following:
 - (i) Study professional journals and publications to ensure that cognisance is taken of new developments.
 - (ii) Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously.
 - (iii) Engage in relevant continuous professional development activities (tools and techniques) as required/prescribed.
- (e) Manage the sub-directorate Internal Audit.
 - (i) Maintain discipline
 - (ii) Manage performance and development
 - (iii) Undertake Human Resource and other related administrative functions
 - (iv) Establish implement and maintain efficient and effective communication arrangements
 - (v) Develop and manage the operational plan of the sub-directorate and report on progress as required
 - (vi) Develop implement and maintain processes to ensure proper control of work
 - (vii) Compile and submit all required administrative reports
 - (viii) Serve on transverse task teams as required.
 - (ix) Procurement and asset management
 - (x) Plan and allocate work
 - (xi) Quality control of work delivered by employees
 - (xii) Functional technical advice and guidance

D INHERENT REQUIREMENTS

Consult the competency frameworks determined by the IIA, Common Body of Knowledge, and the National Treasury for Internal Auditing.

E APPOINTMENT REQUIREMENTS

The following requirements are applicable:

A relevant tertiary qualification at NQF level 7

Registration as a Certified Internal Auditor plus 3 year internal audit supervisory/management experience (ASD); or
(Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP).

F CAREER PATHING

Compliance with the requirements of the higher posts.

G AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

PERFORMANCE AGREEMENT

The Performance Agreement of the post holder, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the post holder should adhere to during the execution of his/her key performance areas.

JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: