

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and its intention is to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered or couriered to 268 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 3rd floor, Pretoria at the Reception desk. Applications can also be emailed to Kedibone.Mazwi@csp.gov.za.
- CLOSING DATE** : 26 May 2023
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary for Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POST

- POST 16/11** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: CSP/13/2023**
(06 Months)
- SALARY** : R424 104 per annum, (plus 37%)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Auditing/ Internal Audit and Accounting or equivalent qualification. 3-5 years working experience in Internal audit. Understanding of Treasury and PFMA Regulations. Knowledge of internal Audit processes and Accounting Standards. Knowledge of IIA, ISACA, GAA standards and Government legislations. Computer literacy, problem solving and analysis, planning, interpersonal, verbal and written communication skills. Report writing skills, presentation and project management skills. Ability to work under pressure.
- DUTIES** : Participate in the development/ review of internal Audit methodology. Participate in the development of the three-year strategic risk based audit plans and annual audit operational plan. Participate in the coordination with other internal and external service (AGSA). Perform compliance, performance and financial audits to validate the effectiveness and adequacy of internal controls to address governance, risk management and compliance structures. Attend planning sessions (Strategic planning, Strategic Risk Management etc.) to participate in identification of the key risk areas for the department. Maintain efficient and effective department's internal controls of internal audits. Develop proposals to determine the scope of allocated internal audits. Execute the allocated audit engagement, collect, analyse and interpret data for Audit purposes. Develop findings and recommendations for the enhancement of controls/processes. Keep up to date with new developments in the internal audit environment. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Coordination of information/ packs for Audit and Risk Committee (ARC). Maintain a file for Audit

ENQUIRIES

and Risk Committee member's records. Assist with minutes taking for Audit and Risk Committee and Management Steering Committee meetings.
: Mr BK Shiphamele at 061 080 7598