

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Internal Audit Division, Private Bag X910, Pretoria, 0001 or may be hand delivered to Internal Audit Division, Eco Glades 1, 70 Ribbon Grass Rd, Eco Park, Centurion.
- CLOSING DATE** : 28 July 2023 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. 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 in terms of the prescribed rules. **ERRATUM:** Kindly note that the post of Principal Military Intelligence Official was advertised in Public Service Vacancy Circular 21, dated 23 June 2023, with Ref No: DI/22/21/23/01 and Post number 21/06 be withdrawn.

OTHER POST

- POST 23/16** : **DEPUTY DIRECTOR FINANCIAL AUDIT MANAGER REF NO: IAD/25/23/01**
- SALARY** : R958 824 per annum, (all-inclusive salary package)
- CENTRE** : Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.
- REQUIREMENTS** : Grade 12 or equivalent with a Bachelor's Degree in Internal Auditing, Finance or related fields. (NQF Level 7). Job Related Work Experience: Five (5) years credible and applicable experience in Internal Audit of financial statements in Private or Public Sector. Three (3) years management experience. Membership of the Institute of Internal Auditors is recommended. Special requirements (Skills needed): Auditing skills. Strategic management and strategic planning skills. Well-developed communication (written and verbal) skills. Problem solving, Financial Administration and networking skills. Computer literate. Organisational skills. Good inter-personal relations, Interviewing skills, analytical and research skills. Audit knowledge Extensive knowledge of government policies, Modified Cash Standards, departmental policy, departmental decisions and activities as well as on the wider intra-departmental activities in government. Knowledge of government and the Department of Defence (DOD) strategic direction. Project Management and Total Quality Management.

DUTIES

: The successful incumbent will amongst others be responsible for the following:
Review of financial statements, documents, data and accounting entries. Assess compliance with financial regulations and controls by testing the financial reporting systems, general ledger, accounting balances, cash flow statements, statement of financial performance, statement of financial position and internal controls systems. Identify areas of non-compliance, evaluating manual and automated financial processes, identifying process weaknesses and inefficiencies and operational issues. Provides financial control information by collecting, analysing and summarizing data and trends. Provision of independent and objective internal audit service. Review DOD operations and systems and check compliance thereof. Ensure compliance with internal audit policies, procedures and applicable laws and regulations. Liaise with relevant stakeholders. Develop, monitor and manage the Department's audit universe. Identify and evaluate risk exposures relating to governance, risk management and control processes. Participate in the development of a risk register. Coordinate a Risk Register upon which plans will be developed. Develop a risk-based annual audit plan to determine the priorities of the Department. Develop and record a plan for each engagement, including the scope, objective, timing and resource allocations. Track audit coverage and report on progress to the Director. Review and appraise the soundness, adequacy and the application of the accounting, financial and operational controls. Perform audits on projects. Develop and record a plan for each engagement, including the scope, objectives, timing and resource allocation. Developing and implementing of a three-year audit strategic plan. Provide consulting and advisory services as requested and as required. Examine the accuracy of internal records, information systems, management procedures and internal controls. Participate on systems implementation, and other information technology committees. Promote governance and a culture of professionalism. Train and develop staff, lead and guide audit teams on engagements. Perform Quality Assurance on all audit work carried out.

ENQUIRIES

: Mrs Adri Rocher Tel No: (012) 649 1065 or Mrs Siphwe Nkos Tel No: (012) 649 1031