



**REPUBLIC OF SOUTH AFRICA  
OFFICE OF THE CHIEF JUSTICE**

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The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 3 September 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person is required to capacitate the Office:

**REFERENCE:** 2015/62/OCJ

**POST:** DEPUTY DIRECTOR - INTERNAL AUDIT

**DIRECTORATE:** INTERNAL AUDIT & RISK MANAGEMENT

**CENTRE:** OFFICE OF THE CHIEF JUSTICE

**SALARY:** R532 278 – R627 000 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Appropriate Bachelor's degree or National Diploma in Commerce / Accounting / Auditing / Internal Auditing;
- Post graduate / studying towards the relevant post graduate degrees i.e. CIA will be advantageous;
- Minimum 5 years' experience in internal auditing experience or equivalent of which 2 years should be at Supervisory/ Middle Management level, alternatively, completed articles with 3 years relevant internal audit experience of which 2 years should be at a Supervisory/Middle Management level;
- Performance auditing environment with 1 year supervisory / management experience.
- Public sector performance and operational audit experience will be advantageous.
- Experience in the use of CAATS and Audit Technology (Team Mate);
- Knowledge of the internal audit and risk management functions, IIA code of Ethics and international standards for professional practice of internal audit;
- Membership with the Institute of Internal Auditors;
- The successful candidate will be required to undergo a security clearance;
- A valid driver's license.

**SKILLS AND COMPETENCIES**

- Analytical skills
- Report writing skills
- Leadership skills and Interpersonal relations
- Planning and organizing skills
- Computer literacy
- Communication (verbal, written and presentation) skills
- Project Management skills
- Problem solving skills

## KEY PERFORMANCE AREAS:

- Provide inputs to the development of Annual Audit Plan and the 3 years rolling strategy, internal audit methodology, operational plans and identification of indicators;
- Planning, Execution, Reporting and Monitoring of the audit projects. Compile and present Audit Reports;
- Conduct performance audits and operational audits and participate in preparation of quarterly reports to the Audit & Risk Committee;
- Conduct compliance audits and participate in preparation of quarterly compliance reports to the Audit & Risk Committee.
- Monitor and review audit progress on audit projects and provide feedback to the Manager regularly;
- Coach, lead and evaluate team work. Manage and monitor the efficient, effective and economic use of Unit's resources (financial / physical and human);
- Build sustainable relationships with the clients, external auditors and other OCJ stakeholders;
- Perform any other duties as requested by Manager including adhoc audits, coordination of the action plans and risk management roles.
- Assist in the planning, control and quality assurance of the Internal Audit unit's activities.

**ENQUIRIES:** Ms C Gideon ☎ (011) 838 2010

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
**Postal address:** Human Resources Management: The Office of the Chief Justice, Private Bag X10, Marshalltown, 2000.  
**OR**  
**Physical address for hand delivered applications:** 14<sup>th</sup> Floor, Edura House, 41 Fox Street, Johannesburg.  
For attention of Ms. D Janse Van Rensburg

**CLOSING DATE:** 1 May 2015

**NOTE:** Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). A Z83 & CV must be accompanied by certified copies of qualifications, identity document and driver's license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered.

The Office of the Chief Justice (OCJ) is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the OCJ will be taken into consideration. Shortlisted candidates will be subjected to a personnel vetting process.

Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position.

**We welcome applications from persons with disAbilities** 

**CHIEF DIRECTOR: CORPORATE SERVICES - OCJ**