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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 23 August 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 are required to capacitate the Office:**

**REFERENCE : 2018/348/OCJ**

**POST : CHIEF DIRECTOR: INTERNAL AUDIT**

**CENTRE : NATIONAL OFFICE (MIDRAND)**

**SALARY : R1 189 338.00 - R1 422 012.00** per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

#### **REQUIREMENTS:**

- An undergraduate qualification (NQF Level 7) as recognised by SAQA;
- BCom Accounting / Internal Auditing / Auditing or equivalent qualification;
- Professional certification as a Certified Internal Auditor;
- A postgraduate qualification (NQF Level 8) will be an added advantage;
- Registered with professional bodies for internal auditors;
- 5 -10 Years' experience in an auditing environment of which at least 5 years' experience must be at Senior Management level; and
- A valid driver's license.

#### **TECHNICAL COMPETENCIES:**

- Knowledge of Internal Audit, accounting principles, practices and business practices;
- Knowledge of the Public Finance Management Act and Treasury Regulations;
- Knowledge of Standards for Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors; and
- Understanding of relevant Public Service prescripts.

#### **BEHAVIORAL COMPETENCIES:**

- Strategic capability and leadership;
- Programme and project management;
- Financial management;
- Change management;
- Knowledge management;
- Service delivery innovation; and
- Problem solving and analysis.



## KEY PERFORMANCE AREAS:

- Develop and oversee the implementation of the Internal Audit strategy and performance plans by:
  - ✓ Conducting research on best practices;
  - ✓ Ensure compliance with prescripts and conformance to standards;
  - ✓ Delegating, guiding, coaching and mentoring; and
  - ✓ Managing the conducting of risk assessments.
  
- Develop the audit policies and operating frameworks by:
  - ✓ Conducting research on best practices;
  - ✓ Ensuring compliance with prescripts and conformance to standards;
  - ✓ Delegating, guiding, coaching and mentoring; and
  - ✓ Manage the conducting of risk assessment.
  
- Manage the provision of Internal Audit (IT, Performance, Governance, Compliance, Financial Audits) and Forensic investigation services by:
  - ✓ Planning and conducting a comprehensive internal audit program;
  - ✓ Managing the evaluation of internal control and compliance audits;
  - ✓ Monitoring and evaluating governance processes;
  - ✓ Managing the conducting of Information Technology (IT) audits;
  - ✓ Investigating of improprieties;
  - ✓ Conducting review of circumstances of potential fraud and theft;
  - ✓ Making recommendations for management corrections, actions and improvement of control systems;
  - ✓ Liaising with key law enforcement stakeholders; and
  - ✓ Managing the conducting of audit and investigation reports.
  
- Provide technical advisory and secretariat support services to the Audit and Risk Committee by:
  - ✓ Developing an Audit Committee charter;
  - ✓ Communicating the recommendations and decisions of Audit and Risk Committee to relevant stakeholders;
  - ✓ Facilitating the appointment of Audit and Risk Committee members;
  - ✓ Ensuring the remuneration of Audit and Risk Committee members;
  - ✓ Providing administrative and secretariat support to Audit and Risk Committee;
  - ✓ Ensuring that the Audit programme complies with the relevant laws and regulations and requirements of the Institute of Internal Auditors' standards; and
  - ✓ Developing risk management policies, plans and terms of reference.
  
- Facilitate and providing risk assessments and advice by:
  - ✓ Conducting research on risk assessment;
  - ✓ Compiling risk profiling reports;
  - ✓ Ensuring compliance with prescripts; and
  - ✓ Delegating, guiding, coaching and mentoring.

**ENQUIRIES:** Mr E Moeng (010) 493 2500

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
The Director: Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14<sup>th</sup> Road, Noordwyk, Midrand, 1685.

**CLOSING DATE:** 11 January 2019



**NOTE:**

In the filling of the advertised post, the objectives of the Constitution of South Africa, 1996 and the staffing policy of the Public Service broadly will be taken into consideration. Applications must be submitted on form Z83, obtainable from any Public Service Department. A completed and signed form Z83 should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), identity document and driver's license. 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 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 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening). Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All candidates selected for SMS posts must undergo competency assessment after the interview. 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 these positions.

**We welcome applications from persons with disAbilities**

