

EXTERNAL ADVERT: INTERNAL AUDIT MANAGER

Location:	Centurion
Date last modified:	13 February 2019
Reports to:	Chief Internal Auditor
Nature of employment:	Fixed term – 5 Years
Annual Guaranteed Remuneration Package:	Market related

[INTERNAL AUDIT MANAGER]

The purpose of this position is to lead and manage the Internal Audit Team effectively by reviewing and providing constructive feedback on planning, execution, reporting and audit closure, on assigned work, to ensure delivery of the internal audit plan and other advisory deliverables. This position will also assist the Chief Internal Auditor to provide reasonable assurance and/or advise to the Board, Audit and Risk Committee and Management on the adequacy and effectiveness of the system of internal controls, risk management and governance processes of TCTA. Independence and Objectivity have to be upheld and maintained by this role at all times.

Compliance with IIA Standards, Code of Ethics, the PFMA and all applicable National Treasury Regulations and other applicable legislation should be ensured at all times.

AREAS OF RESPONSIBILITIES:

The key performance areas of the role will focus on, but not limited to:

1. Planning

- Initiate the development of the risk-based annual and three (3) year Rolling internal Audit Plan and engage all relevant stakeholders accordingly.
- Initiate and provide input towards the division's strategic planning and budgeting processes.
- Develop a Project Plan to manage the seamless delivery of the internal audit plan and other deliverables.
- Review and provide guidance and input towards the scope in the Audit Planning Memorandum (APM), and provide constructive feedback, ensuring that the scope for the particular audit is met.

2. Fieldwork

- Provide guidance and input towards the Process Description, Risk and Control Matrix and Audit Program.
- Review the Process Description, Risk and Control Matrix, Audit Program and Working Papers, and provide constructive feedback, ensuring that the scope for the particular audit or deliverable is met.

3. Reporting

- Compile relevant reports to Audit, Risk and Governance and other governance structures; Executive Management Committee (Exco) and its oversight structures, in line with TCTA's processes.

- Provide guidance and input towards the draft findings and draft report.
- Review draft findings and the draft report, and provide constructive feedback, ensuring that the scope for the particular audit or deliverable is met.
- Submit a final draft report to the Chief Internal Auditor for the final and high-level review.

4. Manage the Team Performance

- Manage the TCTA Team Performance on allocated internal audits and other deliverables.
- Address non-performance by implementing an effective performance management process and ensure that corrective action is implemented, to address the development areas.
- Impart knowledge and provide on-the-job training to ensure the team's growth and development.
- Mentor and/or coach the team members.
- Recommend and organize formal and informal training for the Team.

5. Stakeholder Management

- Engage and build a good rapport with TCTA Management and staff, to ensure a constructive working relationship and environment.
- Attend relevant meetings and facilitate the process of obtaining relevant documentation, where necessary.
- Lead operational engagements with relevant stakeholders.

6. Delivery

- Honor deadlines to ensure targets and deliverables are met.
- Deliver risk-based audits and provide reasonable assurance on the adequacy and effectiveness of internal controls, risk management and governance processes.
- Provide advice, where TCTA could improve the control environment, risk management and governance processes, where an opportunity exists.
- Ensure an excellent output that has a positive impact to TCTA and helps to improve the control environment, risk management and governance processes.
- Manage Contracts effectively and comply to all applicable laws, regulations and TCTA policies.
- Adhere to IIA Standards and the Code of Ethics at all times.

MINIMUM REQUIREMENTS

- B Comm. Honours with articles; or Certified Theory of Accounting (CTA) with articles; or Chartered Accountant South Africa (CA(SA)); or Certified Internal Auditor (CIA) qualification with articles; or Equivalent
- At least eight (8) years' internal and/or external audit experience.
- At least three (3) years' experience at managing audit deliverables at a Manager level, and three years' experience at managing an internal audit team effectively and efficiently.
- Strong in finance experience and/or conducting finance related audits.
- Proficient knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations.
- Experience in auditing and applying the PFMA and National Treasury Regulations is critical, in executing internal audits, in line with the Auditor General of South Africa (AG's) scope of their external audit review.
- Experience in conducting Irregular Expenditure Investigations for a Public Entity will be an advantage.
- Experience in conducting Forensic Investigation will be an advantage.

Please email your CV and a one (1) page letter of motivation to careers@tcta.co.za.

For enquiries, please contact Sixolile Shabalala on 012 683 1265.

TCTA's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, the organisation actively encourage and welcome people with various disabilities to apply.

If you have not been contacted within 30 days after the closing date, please accept that your application was unsuccessful.

Closing date for applications: 18 April 2019

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