

**POSITION: INTERNAL AUDITOR**  
**DEPARTMENT: OFFICE OF THE CEO**  
**JOB GRADE D1**

<b>Duty Station</b>	Head Office
<b>Direct Supervisor</b>	Head: Internal Auditor
<b>Primary Purpose</b>	<p>To carry out appraisal of the organization's operations and system of control and monitor implementation of agreed action plans under the direction of the Head: Internal Audit.</p> <p>To ensure that the Internal Audit function provides an independent and objective assurance, consulting services, designed to add value and improve the company's operations, effectiveness of governance, risk management and internal controls environment.</p>
<b>Minimum Qualifications and Experience</b>	<p>Bachelor's degree (NQF Level 7) in Auditing, or Accounting, and or Finance with a minimum of at least 4 years' experience in internal audit and risk management work.</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma (NQF Level 6) in Auditing, or Accounting, and or Finance with a minimum of at least 5 years internal audit and risk management work experience</p>
<b>Field of Experience</b>	<ul style="list-style-type: none"> <li>• Auditing, Accounting, Finance, or the equivalent combination of the required education.</li> </ul>
<b>Key Performance Areas</b>	<ul style="list-style-type: none"> <li>• Planning Audit Reviews</li> <li>• Internal Audit Management</li> <li>• Internal Audit Compliance and Assurance Framework</li> <li>• Preparation of Audit Report</li> <li>• Loading of Audit Findings into Internal Audit Tracker and Performing Follow – Up Reviews</li> <li>• Forensic Investigations and Services Effectiveness</li> <li>• Ad hoc Audits and Internal Audit Problem Solving Services Effectiveness</li> </ul>

	<ul style="list-style-type: none"> <li>• Management Information Audit process (IT Audit)</li> <li>• Administration</li> <li>• QMS &amp; SMS</li> </ul>
<b>Competencies / Skills</b>	<ul style="list-style-type: none"> <li>• Know the NAC Act, relevant national laws, regulations, King IV governance structures, Institute of Internal Auditors (IIA) standards, IIA practice advisory, IIA code of ethics, delegation frameworks, company strategy, policies and procedures, standard operating practices, instructional procedures, and practices.</li> <li>• A good understanding of risk management principles and techniques.</li> <li>• Sound knowledge of internal audit frameworks and auditing skills</li> <li>• Ability to coordinate and manage a complex workload and work on tight deadlines.</li> <li>• Good verbal and non-verbal communication skills.</li> <li>• Analytical and problem-solving skills.</li> </ul>