

JOB PROFILE

A. Post Information	
Post Title	Internal Audit Consultant
Component	Office of the CEO
Location	Head Office - Johannesburg
Post Reports To	Senior Internal Auditor

Job Profile Verification	
Profile Verified By:	Zolile Moyo (Chief Audit Executive: Internal Audit)
Date Verified:	June 2023

Job Profile Validation	
Profile Validated By:	
Date Validated:	June 2023

Job Evaluation Outcome	
Confirmed Grade:	Level 9
Date Graded:	

B. Key Responsibilities

List major activities and contribution to the organisation for which this post is held accountable

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Provide support for the management of internal audit process for the SAHRC	1.1	Assist in developing and drafting of the internal audit plan
		1.2	Assist in translating the Annual Audit Plan into the operational plan
		1.3	Plan, execute and report on all audit engagements as per the approved internal audit annual plan.
		1.4	Monitor and evaluate the effectiveness of the internal audit system related to governance, effectiveness and efficiency of controls and operations and compliance with legislation.
2	Provide support for the conducting of internal audits	2.1	Prepare audit programmes, risk and control matrices and working papers for review by the Senior Internal Auditor.
		2.2	Ensure that working papers, audit programmes and audit files are in compliance with the Internal Audit methodology and the quality assurance program
		2.4	Compile regular reports to the Audit Committee, Auditor General and other relevant parties including recommendations to improve the audited function.
		2.5	Conduct follow up audits/reviews and to close the audit files
4	Provide support to the managers in the regions in addressing governance and compliance requirements	4.1	Provide an objective advisory and assurance services to assist managers to deal with internal controls, risk management and corporate governance
		4.2	Conduct follow up audits to assess whether agreed solutions between internal audit and management are being implemented and report deviations where required.
		4.3	Conduct training programmes and materials for line managers to increase awareness on internal audit functions and issues.

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No.	KPA Description	No.	Activity Description
		4.4	Conduct all audit related activities as delegated by management.

C. Advisory Responsibility

Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.

To Whom	Type of Advice/ Information
Auditor General	Comply with regulatory and legislative requirements to facilitate audit processes, and reporting on audit enquiries
External Service Providers	Assist the managing of outsourced contracts to ensure they comply with audit plans and contracts and review performance regularly.

D. Accountability

These fields are not compulsory and should only be completed if the fields are relevant to your post

Number of staff directly managed	<ul style="list-style-type: none"> None
Number of staff indirectly managed	<ul style="list-style-type: none"> None
Financial accountability	<ul style="list-style-type: none">

E. Inherent requirements of the Post

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Skills/ Knowledge/ Behaviour:

Requirement	Type
<p>Key competencies</p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> • Financial management • Strategic capability and leadership • Programme and project Management • Problem solving and analysis • People management and empowerment • Knowledge management • Communication • Change management • Service delivery innovation • Honesty and integrity • Client orientation and customer focus
<p>Knowledge and education</p> <p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> • A relevant Bachelors Degree (BCom/BAdmin/ National Diploma: Auditing/Accounting) with Internal Audit. • Certified Internal Auditor (CIA) – (desirable) • Certificate in Forensic and Investigative Auditing (desirable) • Knowledge of the International Standards for the Professional Practice of Internal Auditing (ISPPiAs) • Knowledge of the PFMA and accompanying Treasury Regulations as well as other relevant legislation. • Knowledge of the King 3 Report • Computer Assisted Auditing Techniques (CAATs)
<p>Experience</p> <p><i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> • At least 4 years internal audit experience • Experience in the preparation and management of strategic plans, business plans and budgets • Exposure to the implementation of internal systems and controls

F. Career pathing	
Next higher position:	Senior Internal Auditor
What is required to progress:	Refer to job profile for requirements

G. Job profile agreement				
<i>The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.</i>				
We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.				
Title	Name	Employee Number	Signature	Date