

JOB PROFILE

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

Job Profile Verification	
Profile Verified By:	Petrus Makaneta (Head of Programme: Internal Audit)
Date Verified:	22 August 2011

Job Profile Validation	
Profile Validated By:	Kayum Ahmed and Naledzani Mukwevho (CEO and Deputy CEO respectively)
Date Validated:	23 August 2011

Job Evaluation Outcome	
Confirmed Grade:	
Date Graded:	

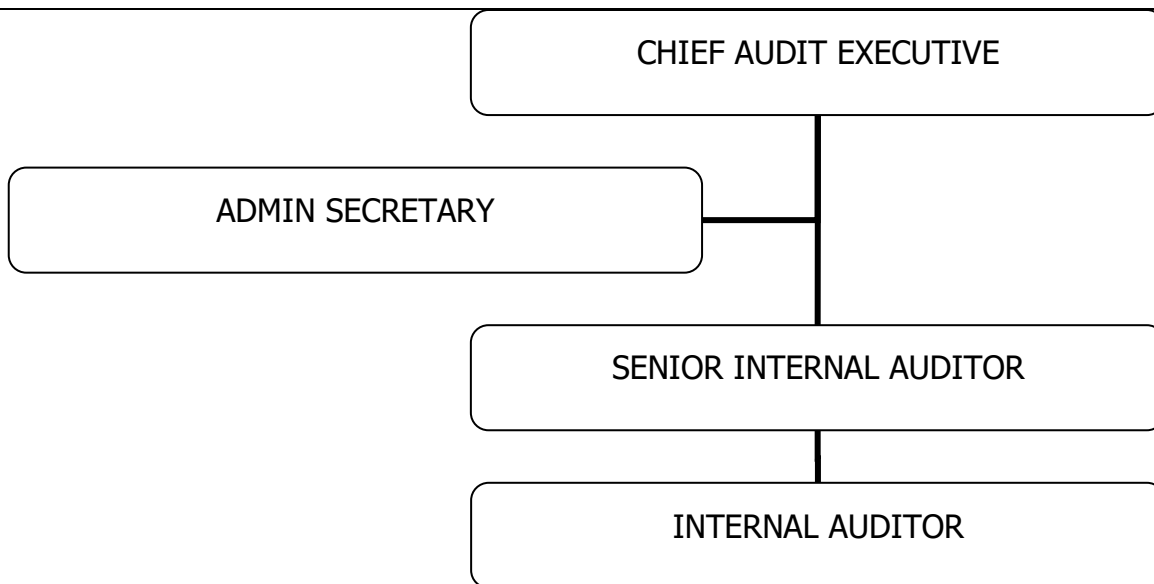
B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

To manage the provision of an internal audit service in the SAHRC through the execution of internal audits in terms of the IAA audit plan and assisting managers in proactively addressing compliance issues and driving sound governance.

C. Position of the Post in the Organisation

Structure diagram



D. 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	Manage the internal audit processes of the SAHRC	1.1	Lead the development and drafting of the Annual Audit Plan and three-year rolling internal audit Strategic Plan and get them approved by the management and the Audit Committee
		1.2	Ensure translation of the approved Annual Audit Plan and Strategic Plan into the Operational Plan, policies and procedures
		1.3	Oversee and ensure the implementation of the approved Operational Plan, policies and procedures into the SAHRC.
		1.4	Co-ordinate and compile regular reports to the Audit Committee, Auditor General and other relevant parties.
		1.5	Convening Audit Committee meetings and overseeing and monitoring the implementation of recommendations.
2	Manage and coordinate the conducting of internal audits	2.1	Monitor compliance with the relevant legislation and guidelines set out in the PFMA and the standard for the professional practice of Internal Audit.
		2.2	Develop and implement the IAA quality assurance programmes and monitor compliance therewith.
		2.3	Assist in the identification, assessment and analysis of the Commission's strategic and operational risks. Review and monitor the implementation of the Commission's risk mitigation plans and report regularly to the Audit Committee on the adequacy and effectiveness of the risk management processes
		2.4	Conduct fraud audits (investigations) and make recommendations

D. 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
		2.5	Ensure that internal audits as approved in the audit plan are conducted within the unit in accordance with the prescribed internal audit methodology, processes and procedures
		2.6	Review working papers and audit files to ensure compliance with the quality assurance program
3	Coordinate the provision of proactive support to the managers in the regions in addressing risk, governance and compliance requirements	3.1	Provide an independent and objective consulting and assurance services to the Audit Committee and Management on the adequacy and effectiveness of internal controls, risk management and governance and assist line managers to identify areas needing improvement in order to address risk, internal control compliance and governance issues.
		3.2	Manage follow up audits to assess whether agreed solutions between internal audit and management are being implemented and report deviations where required to the Audit Committee.
		3.3	Compile reports on the results of internal audit exercise and report to the audit committee on audit findings and recommendations to ensure informed decision-making in audit related matters.
		3.4	Oversee the development and conduct training programmes and materials for line managers and all staff on risk, governance, fraud prevention and internal controls awareness and other issues as required.
		3.5	Plan and manage the execution of audits and conduct all audit related activities and adhoc reviews as requested by management and the Audit Committee.

E. 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	Manage outsourced contracts to ensure they comply with audit plans and contracts and review performance regularly.

F. 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">• 1
Number of staff indirectly managed	<ul style="list-style-type: none">• None
Financial accountability	<ul style="list-style-type: none">• None

G. 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) with Internal Audit. • Certified Internal Auditor (CIA) • 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"> • 5 years internal audit experience and at least 3 years experience in a management or project management related role. • Experience in the preparation and management of strategic plans, business plans and budgets

	<ul style="list-style-type: none"> • Exposure to the implementation of internal systems and controls
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H. Career pathing	
Next higher position:	Chief Audit Executive
What is required to progress:	Refer to job profile for requirements

I. Job profile agreement				
<p><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></p>				
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