

Chief Audit Executive

Salary: R 1 339 649 per annum. (All Inclusive Package)

Please Note: This is a fixed term position until 31 March 2030

Patterson Grading E1

The Public Service Sector Education and Training Authority needs to employ a suitably qualified Chief Audit Executive. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

Job profile:

To lead the PSETA Internal Audit (IA) function to review the adequacy and effectiveness of control, governance and risk management systems and procedures to ensure management policies are being complied with, assets safeguarded, information is maintained in a secure and accurate manner and legal requirements are complied with.

Duties and responsibilities:

1. Internal Audit

- Provides thought leadership in Internal Audit, Governance, Risk Management and Internal Control and set the Internal Audit vision and delivering of Internal Audit strategy for the PSETA Internal Audit Unit.
- Effectively leads and manages the Internal Audit unit and ensures it adds value to the organisation.
- Develops a risk-based three year and annual audit plan to determine the priorities of the Internal Audit Unit, consistent with the objectives of the PSETA.
- Assumes accountability for the completion of the approved annual audit plan as well as ad hoc requests.
- Develops an IA strategy.

Board members: Mr Thulani Tshefuta (Chairperson) | Ms Christelene Brink | Mr Lewis Nzimande | Ms Gaolape Anastacia Seokolo
Mr Nkojane Nelson Maesela | Mr Patrick Babsy Makhafane | Ms Nolukhanyo Amanda Kelengeshe | Ms Violet Matshidza
Ms Tampane Molefe-Sefanyetso | Mr Patrick Boitumelo Moopelwa | Ms Linda Dlodla | Ms Nelisiwe Nzimande
Ms Nomabandla Silinyana | Mr Marcus Ramakgale

CEO: Ms Bontle Lerumo

- Confirms the organizational independence of the Internal Audit department to the audit committee.
- Communicates the Internal Audit activity's plans, resource requirements, significant interim changes (and impact of resource limitations) to senior management and the Audit Committee.
- Ensures Internal Audit resources are appropriate, sufficient, and effectively deployed to achieve the approved plan.
- Establishes policies and procedures to guide the Internal Audit activity.
- Develops, and annually reviews the internal audit methodologies.
- Reports periodically to senior management and the Audit Committee on the Internal Audit activities including purpose, authority, responsibility, and performance relative to its plan and on its conformance with the Code of Ethics and Standards (reporting to include significant risk and control issues, fraud risk, governance issues and other matters which require the attention of senior management and/or the Board).
- Shares information, coordinates activities and considers relying upon the work of other internal and external assurance and consulting service providers to ensure proper coverage and minimize duplication of efforts.
- Develops and maintains a quality assurance and improvement program that covers all aspects of the Internal Audit activity (includes obtaining and maintaining a "general conformance" rating).
- Obtains reliance on the work performed by the Internal Audit unit by the AGSA and other assurance providers.
- Reviews the Internal Audit Charter that reflects the scope, responsibility and authority.
- Ensures that initiatives or recommendations received by the Audit Committee are timeously implemented.

2. Governance

- Monitors the operation of controls and procedures applicable to the Internal Audit unit to ensure the integrity of PSETA.
- Identifies and monitors risks affecting the Internal Audit unit through the development and maintenance of a risk register.

- Acknowledges the role of the Internal Audit unit as an assurance provider and its overall role in terms of combined assurance.
- Ensures compliance with the PFMA and IIA standards as well as all relevant regulations and policy frameworks to prevent fruitless, wasteful and irregular expenditure.

3. Stakeholder Management

- Works collaboratively with stakeholders by establishing and maintaining effective working relationships.
- Represents PSETA in meetings with stakeholders.
- Solves problems creatively whilst demonstrating a high level of integrity in line with PSETA core values.
- Provides advice and guidance to Management on internal stakeholder related matters.
- Manages relationships in accordance with policies and procedures and legal requirements.
- Endeavours to resolve any disputes with Management throughout the audit process.
- Liaises with the AGSA and other assurance providers as part of combined assurance initiatives.
- Develops, implements, and monitors a stakeholder management system.
- Ensures completion of client satisfaction surveys and report the results thereof to the Audit Committee on a quarterly basis.
- Initiates awareness of the Internal Audit unit within PSETA and other stakeholders through client engagements.

4. People Management

- Monitors and measures performance quarterly by conducting employee appraisals.
- Identifies areas of development and draws up action plans to address poor performance.
- Ensures ongoing training and development of employees.
- Addresses employee relations matters fairly and promptly.
- Sets performance objectives for team by cascading of corporate initiatives into individual performance contracts.
- Ensures that all employees have signed performance agreements.

- Monitors the implementation of the HR policies and performance management requirements within the division.
- Timeous submission of the performance agreement and performance reviews by the Audit Committee.

5. Financial Management

- Contributes to the budget preparation process.
- Ensures the effective, efficient, economical, and transparent use of financial and other resources.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits.
- Explores opportunities to reduce costs.
- Ensures divisional, regional, and departmental budget monitoring in line with PSETA financial guidelines.

COMPETENCIES

- Strategic Planning
- Management and Supervision
- Time Management
- Teamwork
- Interpersonal Relations and Skills.
- Decision Making.
- Creativity/Innovation.
- Conflict Management.
- Adaptability/Flexibility

Requirements:

Qualifications

- Bachelor's Degree / B Tech in Internal Auditing or equivalent (NQF 7).
- Post Graduate Degree in Internal Auditing or equivalent (NQF 8) will be an added advantage.
- Certified Internal Auditor (CIA) will be an added advantage.

Experience

- A minimum of 10 years' relevant work experience in Internal Audit or related fields, of which 5 years should be at Senior Management level and within the Public Service.

Additional Requirements

- Code B Driver's License.
- Membership of the Institute of Internal Auditors of South Africa.

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation to the Human Resource Department via e-mail to pseta@miltonresourcing.co.za

PLEASE NOTE:



Closing Date: 30 June 2023

Enquiries: Ms Phuti Phosa / Ms Matsatsi Mphahlele - **Call: 012 423 5700**

Designated groups are encouraged to apply (Youth, Women and People with disabilities)

Recommended candidates will be subjected to competency assessment, security vetting and financial disclosure.

PSETA is a listed public entity and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**