

SACE is looking for committed, passionate and talented individuals to enhance its dynamic team; as such we are inviting applications for the following vacant positions:

Positions	Salary Range
1. Internal Auditor	Attractive
2. Internal Audit Technician/Clerk	Attractive

The following fringe benefits are offered for abovementioned positions.

- Housing Allowance;
- Medical Allowance;
- Pension
- UIF,
- Bonus

DIVISION: INTERNAL AUDIT

1.1. Internal Auditor

Qualifications, skills and experience

- Certified Internal Auditor (CIA)/ CA
- Minimum 5 years relevant experience in Internal Auditing/ Auditing
- Minimum 2 years relevant experience in an management position
- Knowledge of the requirements of the Public Finance Management Act, 1999
- Experience in leading and managing an internal audit division

Overall responsibility

Provides strategic direction, manage and execute the Internal Audit Activity, co-ordinate specific processes to support the implementation and execution of the Internal Audit Plan, monitoring compliance, presenting audit findings and recommendations and providing assurance of compliance with statutory requirements, policies and procedures in line with the Institute of Internal Auditors Standards and the organisation's policies and procedures

Key areas of responsibility

- Developing the organisations internal audit strategy and policies
- Preparation of a risk-based audit plan and internal audit program
- Ensuring compliance with the Public Finance Management Act, 1999 and Treasury Regulations
- Managing the Internal Audit Department which includes planning of audits, forensic audits, reporting on audits and applying fraud policies and guidelines within the organisation
- Advising and consulting on risk management
- Evaluating risk exposure relating the organisation's governance, operations and information systems based on the reliability and integrity of financial and other operational information, operating efficiency, safeguarding assets, compliance with legislation and other regulations
- Developing and managing a formalised risk-based strategic audit plan, based on the assessment of key risk areas and ensuring that risk mitigation procedures are implemented
- Proper reporting on audits and ensuring that required corrective actions are implemented
- Reporting to the Chief Executive Officer and CFO on the internal audit plan, internal controls, accounting procedures and practices, risk and risk management, investigations, risk assessments and other ad-hoc assignments

- Liaising with external auditors and ensuring external audit findings are corrected
- Overseeing and providing quality control on internal audits performed ensuring that professional standards are maintained at all times
- Issuing final audit reports with agreed recommendations and signing of by the audit committee.
- Building and maintaining professional relationships with management in the organisation via regular liaison to address concerns, audit findings, recommendations and other pertinent matters

1.2 Internal Auditor Technician/Clerk

Qualifications, Skills and Experience

- Degree / Diploma in Internal Auditing and studying towards Certified Internal Auditor (CIA)
- Minimum 1 year relevant experience in Internal Auditing

Overall responsibility

Execute the Internal Audit Activity, Execution of the Internal Audit Plan, preparation of audit working papers and ensuring compliance with statutory requirements, policies and procedures in line with the Institute of Internal Auditors Standards and the organisation's policies and procedures

Key areas of responsibility

- Performance of basic risk assessment and control analysis
- Evaluation of financial, operational and legislative risks
- Execution of the audit plans and audit work programs based on the risk assessment process in order to provide assurance on the organisations governance, risk management and controls
- Execution of the work program as per requirements set in order to evaluate the effective and efficiency of internal control
- Preparation of audit findings and recommendations
- Follow up on management actions in response to the internal audit reports
- Evaluation of internal financial and operational control systems
- Building and maintaining professional relationships with management in the organisation via regular liaison to address concerns, audit findings, recommendations and other pertinent matters

Application should be in the form of a formal letter, curriculum vitae and certified copies of qualifications and identity document should be directed to: The Chief Executive Officer, South Council African for Educators (SACE), Private Bag x 127 CENTURION 0046. Closing date for applications is Tuesday, 31 JANUARY 2012. Direct your Queries to Mary Chauke: 012 663 0429