

Department of Tourism

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded for the attention of **Mr E Masindi** to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

CLOSING DATE: **18 August 2017 at 16h30 (E mailed, faxed and late applications will not be considered)**

NOTE: In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

POST: **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY AUDIT (NDT 16/2017)**

SALARY: R 334 545 per annum (Total inclusive package of R 470 774/conditions apply)

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised three-year B Degree/ National Diploma with majors in Accounting, Auditing, Internal Audit or Information Systems plus three to five years working experience in the Information Technology field. Key competencies: Understanding of Standards for the Professional Practice of Internal Audit as issued by the Institute of Internal Auditors. Knowledge of Legislative requirements in the Public Sector including Public Finance Management Act and Treasury Regulations. Knowledge and understanding of Risk-based audit methodology, Corporate governance, Risk Management, Best Practice Internal Controls and GRAP Statements. Written and verbal communication skills, Interviewing skills, Analytical and problem solving ability, Staff and interpersonal skills, Project management skills and Computer skills. Valid Code B driver's license.

DUTIES: The successful candidate will be responsible to support and assist in the compilation of Annual Internal Audit Plan from the comprehensive risk assessment results; Perform preliminary assessment of the risks to reflect the audit project objectives; Document the scope of each audit project and ensure it addresses the agreed objectives; Evaluate the effectiveness of internal controls within the processes reviewed; Analyses of SDLC methodology, providing for internal audit input at key points in the process including the use of continuous assurance techniques including embedded audit modules and intelligent agents; Use of computer-assisted audit techniques (CAATs) to support audit projects. Conduct audits in accordance with the Internal Audit Methodology and the IIA Standards. Perform audits using internal audit tools, e.g. teammate audit software. Completion of Quality Assurance work paper where applicable. Specific reporting, co-ordinating and liaising on audit related issues between NDT and various



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clients and stakeholders, including amongst others, the Audit Committee as well as the Auditor-General; Liaison with external service providers (consultants); Collate all necessary information for the preparation of audit committee meetings. Participate in the preparation of the audit committee meeting packs and review for quality prior distribution to relevant members.

ENQUIRIES: Mr T Koen. (012) 444 6154

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