



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at **Component: Internal Audit**. The internship programme is part of the National Human Resource Development Strategy and the National Skills Development Strategy.

Generic requirements:

- *Must be between ages 18 and 35 years of age
- *Be a South African citizen
- *Must be in possession of Senior Certificate (Grade 12) or equivalent qualification
- *Must have no criminal record
- *Applicants must be unemployed and never participated in an internship programme previously
- *Applicants must be residents of the province where the post is advertised
- *Applicants are restricted to apply for 3 positions only

**NATIONAL LEVEL: HEAD OFFICE**

Post : INTERNAL AUDIT INTERN (2 posts)
Section : Performance Audit
Location : Head Office: Pretoria
Ref Number : IA 01

Additional Requirements:

*Be in possession of Bachelor's Degree in Commerce, Internal Audit or Accounting/National Diploma in Internal Audit or Accounting/B Tech in Internal Auditing or Cost and Management Accounting

Core Functions:

- Attend opening conference per engagement.
- Compile opening conference minutes of engagements allocated
- Conduct preliminary survey through gathering background and contextual information relevant to the audit project.
- Conduct a risk assessment through interview client, inspect and analyse information obtained, record results and identify high risk areas to inform audit programme relevant to the audit project.
- Execute audit steps as per the audit program by selecting sample, test sample, determine the impact of inadequacies or ineffectiveness of controls, gather evidence, complete work papers, and draw conclusion.
- Develop findings and recommendation for the enhancement of basic controls/process by documenting finding in the required format, present findings to the project leader, discuss finding and recommend to the client, make recommendations to the project leader on possible changes to reportable items. Maintain good relations with the client before, during and after the audit in order to ensure customer satisfaction.
- Ensure proper management of physical/logistical resources and financial resources for the Section Internal Audit.

- Execute, document finding and sign off audit working papers of engagement.
- Use Team-mate EWP to document the audit engagement.



Post : INTERNAL AUDIT INTERN (2 posts)
Section : Forensic Audit
Location : Head Office: Pretoria
Ref Number : IA 02

Additional Requirements:

*Be in a possession of Bachelor's Degree in Commerce, Internal Auditing or Accounting LLB or National Diploma in Internal Audit or Accounting

Core Functions:

- Assist in conducting of forensic audit/investigations in accordance with the investigation methodology and within the determined time frames
- Assist in drafting the report on the results of the investigation
- Liaise with other State law enforcement agencies on the reported cases
- Advise management on areas where inadequate measures exist to mitigate risks
- Assist in drafting progress reports to management
- Perform ad hoc assignments as when requested by management
- Assist in co-ordinating the forensic audit assignments with other units within the Department, including Internal Audit
- Represent the Department in the criminal or civil recovery processes
- Assist in the formulation of disciplinary charges



Post : INTERNAL AUDIT INTERN (2 posts)
Section : Information Technology Audit
Location : Head Office: Pretoria
Ref Number : IA 03

Additional Requirements:

*Be in a possession of Bachelor's Degree in Commerce, Internal Auditing or Accounting/ Btech in Information technology/Information systems

Core Functions:

- Conducting application controls and general controls review, system development life cycle review and governance reviews on SAPS systems and related internal controls
- Developing system process flows and audit programmes
- Performing audit testing as per audit procedures
- Preparing draft audit findings to discuss with IT Audit management and clients
- Capturing record of work performed on Team-Mate
- Creating, managing manual audit files and referencing evidence
- Attending client meetings and capturing minutes



Post : INTERNAL AUDIT INTERN (1 post)
Section : Support
Location : Head Office: Pretoria
Ref Number : IA 04

Additional Requirements:

Appropriate/relevant experience in the field of the post as well as competency in MS Word, Excel and PowerPoint may be an advantage.

Core Functions

- Render Administration duties pertaining to Supply Chain Management.
- Render financial support to all personnel within the section
- Responsible for SHE management
- Render administration duties pertaining to fleet management and HRM
- Registering and delivering of outgoing post; making of photocopies
- Maintenance of store room on a daily basis; stock taking programmes on daily basis
- Report of loses of the state owned property to Head Office when the need arises
- Administer cell phone and telephone accounts
- Submit monthly vehicle report to Head Office; vehicles inspected weekly and submitted to head Office
- Arrange and submit itineraries; ensure that all arrangements regarding travelling, accommodation, financial subsistence

INTERNAL AUDIT: HEAD OFFICE & PROVINCES

Post : INTERNAL AUDIT INTERN (2 posts)
Section : Risk Based and Compliance Audit
Location : Head Office, Pretoria
Ref Number : IA 05

Post : INTERNAL AUDIT INTERN (2 posts)
Section : Risk Based and Compliance Audit
Location : Gauteng Province
Ref Number : IA 06

Post : INTERNAL AUDIT INTERN (2 posts)
Section : Risk Based and Compliance Audit
Location : Limpopo Province
Ref Number : IA 07

Post : INTERNAL AUDIT INTERN (2 posts)
Section : Risk Based and Compliance Audit
Location : North West Province
Ref Number : IA 08

Post : INTERNAL AUDIT INTERN (2 posts)
Section : Risk Based and Compliance Audit
Location : Free State Province
Ref Number : IA 09

Post : INTERNAL AUDIT INTERN (2 posts)
Section : Risk Based and Compliance Audit
Location : KwaZulu-Natal Province
Ref Number : IA 10

Post : INTERNAL AUDIT INTERN (2 posts)
Section : Risk Based and Compliance Audit
Location : Western Cape
Ref Number : IA 11

Post : INTERNAL AUDIT INTERN (2 posts)
Section : Risk Based and Compliance Audit
Location : Northern Cape
Ref Number : IA 12

Post : INTERNAL AUDIT INTERN (2 posts)
Section : Risk Based and Compliance Audit
Location : Eastern Cape
Ref Number : IA 13

Post : INTERNAL AUDIT INTERN (2 posts)
Section : Risk Based and Compliance Audit
Location : Mpumalanga
Ref Number : IA 14

Additional Requirements:

*Be in a possession of Bachelor's Degree in Commerce, Internal Auditing or Accounting/National Diploma in Internal Audit or Accounting/ Cost and Management Accounting

Core Functions:

- Conduct preliminary survey through gathering background and contextual information relevant to the audit project.
- Assist with conducting a risk assessment through interview client, inspect and analyse information obtained, record results and identify high risk areas to inform audit program relevant to the audit project.
- Prepare audit manual master file relevant to the audit project.
- Execute audit steps as per the audit program by selecting sample, test sample, determine the impact of inadequacies or ineffectiveness of controls, gather evidence, complete work papers, and draw conclusion.
- Develop finding and recommendation for the enhancement of basic controls/process by documenting finding in the required format, present findings to the project leader, discuss finding

and recommend to the client, make recommendations to the project leader and possible changes to reportable items.

- Maintain good relations with the client before, during and after the audit in order to ensure customer satisfaction.
- Assist in creating audit project on Team-Mate audit management system



GENERAL:

- Only the official application form for the internship programme (available on DPSSA website and at all Provincial SAPS Garages) will be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application.
- The reference number of the post must be correctly specified on the application form.
- A Curriculum Vitae must be submitted together with the application form.
- Certified copies of an applicant's ID document, Senior Certificate and all post school educational qualifications obtained must also be submitted and attached to every application. Certified copies should not be older than 3 months. No faxed or e-mailed applications will be considered.
- Applicants will be subjected to fingerprint screening and reference checking.
- Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications is **2017-09-22 at 16:00**. If an applicant is short-listed, it can be expected of him/her to undergo a personal interview. Short-listed applicants may be subjected to security clearance.
- Correspondence will be conducted with successful interns only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.
- The South African Police Service is under no obligation to fill a post after advertisement thereof.
- A stipend will be paid according to proof of relevant qualification.
- Internship program in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.
- Recommended candidates will be expected to sign a 12 month internship contract.

ENQUIRIES:

Lieutenant Colonel MS Mmamadisha, Tel no. (012) 393 4091
Warrant Officer S Ndhlovu, Tel no. (012) 393 4500
PO MP Kgaloshi, Tel no. (012) 393 3213

APPLICATIONS POSTED:

The Section Head: Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.
(For attention Lieutenant Colonel MS Mmamadisha)

APPLICATIONS HAND DELIVERED:

The Section Head: Corporate Support, Opera Plaza, Annex Building, Pretorius Street, Pretoria.
Application must be dropped into the box available at the reception area.

We welcome applications from persons with disAbilities 