

POST: Internal Auditor (Captain)

LOCATION: Internal Audit, IT Audit, Head Office, Pretoria

LEVEL OF REMUNERATION: Band C, R376 473 per annum

REFERENCES: IA07/09/2022 (1 post)

Generic Requirements:

- Applicants must display competency in the post-specific functions of the post;
- Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database (NLRD) on at least NQF 4;
- Be (proficient) in at least two official languages, of which one must be English;
- Must be a South African citizen;
- Be in possession of at least a valid light motor vehicle driver's license;
- Must have no previous convictions or pending criminal / departmental or civil cases;
- Must not have tattoo/s marks which will be visible when wearing SAPS summer uniform (Police Act posts);
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification;
- Computer Literacy;
- Interpersonal, communication and Organizational Skills;
- Analytical, Self-Management and Problem Solving Skills;
- Report Writing, presentation, development skills;
- Relevant courses in the field of the post may be an advantage.

Additional Requirements:

- Be in possession of a three year Degree or Diploma recorded on the National Learner Record Database on NQF Level 6 or higher in Internal Auditing/Information Technology/Audit;
- Applicants must display competency in the post- specific core functions and have minimum of 3 years' experience in the field of a Computer Auditing, Information Technology / Audit or related fields.
- Membership of IIA or any other relevant professional organisation forms part of requirement, and proof of valid registration for 2022/2023 must be submitted.

Skills and Competencies:

- Good communication (written and verbal) skills. Ability to work under pressure for extended period of time.

Core Functions:

- Execute internal audit assurance and consultancy engagements to support the implementation of the Internal Audit Operational Plan;
- Providing assurance on governance, risk management and internal control processes in accordance with the IIA Standards and legislative framework;
- Conduct system descriptions;
- Develop an IT audit programme;
- Conduct Audit programs steps on Information Technology audits;
- Conduct fieldwork and collect relevant, sufficient, reliable and useful audit evidence;
- Conduct general and application control reviews;
- Assess and evaluate audit evidence of IT systems;
- Develop electronic audit working papers;
- Develop audit findings and obtain management comments from clients;
- Attend entrance and exit conference meeting;

- Document minutes of the entrance and exit meetings;
- Reference and cross reference working papers;
- Prepare audit files.

General:

- Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer 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 post particulars and reference number of the post must be correctly specified on the application form.**
- A comprehensive *Curriculum Vitae* must be submitted together with the application form.
- Copies do not have to be certified and original documentation must be produced during the selection process as requested.
- Uncertified copies of an applicant's ID, **Senior Certificate and all educational qualifications obtained**, service certificates of previous employers stating the occupation, **proof of relevant experience in the field of the post and motor vehicle driver's license**, must be attached to the application.
- **Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks.**
- **Appointments will be made in terms of the South African Police Service Act, 1995 as applicable to the post environment.**
- **Applicants appointed under the Police Service Act will be subjected to a medical assessment by a medical practitioner as determined by SAPS prescripts.**
- **Applicants appointed under the Police Service Act will be subjected to undergo a lateral entry training programme at a SAPS training institution, where applicable.**
- Applications must be mailed / submitted timeously. **Late applications will not be accepted or considered.**
- **The closing date for applications is 2022-09-29 at 16:00**

- If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment.
- **Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process.**
- **The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database.**
- All short-listed candidates will be subjected to fingerprint screening and reference checking.
- Correspondence will be conducted with successful candidates 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 the advertisement thereof.
- The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representativity in the Public Service through the filling of these posts. Persons whose transfer/appointment will promote representativity will therefore receive preference.

APPLICATIONS:

Applications may be posted or hand-delivered, as follows:

**Postal Address: Component Internal Audit, Private Bag
X 94, PRETORIA, 0001**

**Hand Delivery: 152 Johannes Ramokhoase Street,
Telkom Towers North Building Pretoria
0001**

ENQUIRIES:

**Enquiries may be directed to:
Lieutenant Colonel Mukhesi/ Captain Dhlamini
Telephone Number 012 397 7191, 012 397 7027**

We welcome applications from persons with disAbilities

