



City of Johannesburg
Metrobus

Transportation House
1 Raikes Road
Braamfontein

PO Box 1787
Johannesburg
South Africa
2000

Tel +27(0) 11 403 4300
Fax +27(0) 11 403 4349

VACANCY CIRCULAR 04/ 2019

INTERNAL ADVERTISEMENT

Position Number : 01/04

Position Name : Chief Audit Executive (CAE)

Job Grade E1: Executive Management Position Salary Negotiable from R1.2M

Employment Status : Fixed term contract up to Five (05) years

Purpose: To provide leadership and oversight of Risk Management and internal audit service for Metrobus including monitoring, evaluation and review of the adequacy and effectiveness of Internal Controls, Corporate Governance processes and systems in the Entity.

Essential Requirements:

- ✓ Relevant Honours' degree Majoring in Accounting, Internal audit and or Risk management.
- ✓ Minimum 10 years' experience in auditing, risk management and or forensic investigations; at least 8-10 years industry experience (5 years of which must be at a senior management level).

Competencies required

Technical

- ✓ In-depth knowledge of internal audit reporting Standards
- ✓ Sound knowledge of risk management processes
- ✓ In-depth knowledge of internal audit as a discipline
- ✓ Advanced Excel
- ✓ Highly analytical
- ✓ Ability to establish and build strong working relationships with providers and receivers of internal audit solutions
- ✓ Planning and coordination
- ✓ Networking and negotiations

Directors: * Q. Buthelezi * P. Govender* D. Mkhwanazi (Chairperson)* R Mukonza * M Ramonyai * M. Mokonyama S. Pato* T. Radebe
*Xoliswa Mhlongo: Acting Managing Director * Zane Mheyamwa : Chief Financial Officer and Executive Director
K. Brits (Company Secretary/Legal Counsel)
The Johannesburg Metropolitan Bus Services (SOC) Ltd. (Metrobus)
Reg No.:2000/004704/07
Auditors: Auditor-General

(* Non-Executive Director)



Behavioural

- ✓ Strong interpersonal skills
- ✓ Strong communication skills
- ✓ Strong leadership skills
- ✓ Excellent communication and negotiation skills
- ✓ Flair and innovative thinking
- ✓ Ability to work under pressure
- ✓ Ability to set and deliver high quality work standard



Key performance areas

1. Lead development and implementation of Internal Audit strategies; policies and interventions.

- Develop, implement and monitor achievement of an effective business plan and budget for the internal audit and risk management department to support the achievement of Metrobus' strategic objectives
- Assess whether the internal audit policies, processes and procedures are aligned to support strategic goals, amending as necessary in compliance with current legislative requirements and best practice
- Monitor the provision of internal audit support and advice to line managers to ensure that line managers are fully equipped to deal with all internal audit related matters within the scope of this department.

2. Assess and monitor audit risks and develop audit plans

- Analyse and prioritize the current external audit queries to determine corrective action required to address gaps
- Control internal risk assessment, in consultation with the board, internal audit and risk committee, and Managing Director, to confirm the current internal audit risk areas
- Proactively monitor and manage internal audit risks identified to minimize and manage Metrobus risk exposure
- Use risk processes and specified tools to ensure that all avenues have been adequately explored

3. Manage and evaluate audit processes and systems

- Perform compliance (i.e. internal control and process) related audits to provide assurance on the effectiveness of the internal control environment
- Appraise audit findings and prepare a management report, to express an internal audit opinion
- Lead audit assignments to coach and develop internal staff and so to improve the quality of internal audit outputs

4. Compile reports and action audit findings

- Review the final audit file and prepare review notes, to resolve audit matters that were not completely addressed by internal audit
- Conduct quality assurance reviews across audit teams to ensure that all work conducted is to standard
- Create audit files for independent reviews by the External Auditors, to assist them in completing the external audit in an effective and efficient manner

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5. Lead implementation of Risk management strategies and interventions in the Entity.

- Continuously investigate and analyse Metrobus's business risk profile
- Continuously review the risk management policy and strategy framework in order to manage Metrobus's exposure to risk and to ensure consistency of measurement and assessment of risk.

6. Responsible for Departmental Management including people; performance and resources management.

- Sound planning and forecasting of capital expenditure within area of responsibility
- Compile budget inputs in accordance with policies, procedures and legal requirements
- Manage costs against approved budget
- Establish organisation and structure to align individual and group competencies

LOCATION: METROBUS

Applications must be sent to E-mail: recruitment@mbus.co.za **Or can be hand –delivered to Metrobus Head Office, No. 1 Raikes Avenue, Ground Floor at the Reception Area (Recruitment Box).**

Shortlisted candidates will be assessed for behavioural and technical competencies. Candidates who meet requirements should forward their CV's , including an application letter, certified copies of relevant qualifications , names and e-mails of at least 3 contactable references.

Telephonic enquiries: Bridgett Mavuso at 011 403-4300.

Closing date: 05 July 2019

NOTE: All applicants who meet the above –mentioned requirements are encouraged to apply. Metrobus is an equal opportunity affirmative action employer. The Company will prioritise employment of Women, Youth, People with disabilities and those that will help improve its Employment Equity profile.

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