



City of Johannesburg
Pikitup

Pikitup Head Office
Jorissen Place
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www.pikitup.co.za
www.joburg.org.za

EXTERNAL VACANCY CIRCULAR: 04/2019

- All qualified persons are invited to apply for the positions listed in this circular
- Only applications from employees of Pikitup will be considered for “Internal Vacancies”
- An application form and comprehensive CV(if requested) must be forwarded to the contact details mentioned in the advert
- Late applications will not be considered.
- Pikitup reserves the right not to fill any advertised vacancy.
- Only candidates who meet all the minimum requirements stipulated in the advert, will be considered.
- Only short listed candidates will be contacted. If you do not hear from us within six weeks from the closing date, please consider your application as unsuccessful.
- Pikitup is an equal opportunity employer
- Appointments will be finalised within four months from closing date on the advert.
- By completing and submitting an application for employment, you authorize Pikitup to submit your personal details to our external service providers to verify your identity, qualifications, previous criminal convictions and any other data related to inherent requirements of the post.
- Candidates who submit false or misleading information shall be automatically disqualified.

To apply, please download and complete the application form available on the vacancies page on the Pikitup website and submit your application as per the requirements on the advertisement. Please attach certified copies of your identity and qualifications. Shortlisting will be based on completed application forms so please complete all sections.

POST TITLE	DEPARTMENT	LEVEL
Chief Audit Executive	Office of the Managing Director	F

PUBLISHED DATE: FRIDAY, 15 NOVEMBER 2019

CLOSING DATE: MONDAY, 02 DECEMBER 2019

REENA BUDREE
EXECUTIVE MANAGER: HUMAN RESOURCES



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VACANCY: CHIEF AUDIT EXECUTIVE

Date of the advert: 17 November 2019

**Closing Date for application: Monday 02 December 2019
(16h30)**

Department : Internal Audit
Post Title : Chief Audit Executive
Location : Head Office
Level : F

Reference No: HR21/CIA/2019

Post Description

To be responsible for the overall functioning of the Internal Audit Department so that the audit fulfils the purpose, role and responsibilities as established in the Audit Charter.

Key Responsibilities

- ✓ Develop and implement Internal Audit strategic and operational audit plans.
- ✓ Prepare, monitor and control the annual internal audit departmental budget.
- ✓ Assist management in developing and implementing risk management strategies.
- ✓ Ensure that Internal Audit strategic plans are aligned to the enterprise wide risk management plan.
- ✓ Develop and implement fraud and IT strategies/tools for Internal Audit.
- ✓ Ensure that there is adequate preparation for the external audit and the company has a system to identify and mitigate strategic and operational risk.
- ✓ Ensure that Internal Audit reviews that determine whether sufficient governance control exist and are being applied in the organisation in line with the best practice.
- ✓ Ensure that the Internal Audit structure is aligned to the requirement of Pikitup business.
- ✓ Report to the Board of Directors, Audit Committee and Management on audit findings and recommendations so that they can determine the appropriate collective plan.

Minimum Requirements

Minimum Qualifications

- ✓ Bachelor of Commerce (Hons.) or equivalent.
- ✓ Certificate in the Theory of Accounting.
- ✓ Certified Internal Audit (CIA) or Chartered Accountant.
- ✓ Member of SAICA.

Minimum Experience

- ✓ A minimum of 8 years internal auditing experience, of which 5 years should have been as Head of Internal Audit or equivalent.

Required Competencies

Knowledge

- ✓ Knowledge of the MFMA; Treasury Regulations and Public Service Regulations; Internal Auditing Standards; the South African Auditing Standards.
- ✓ Knowledge and/or understanding of legislation and regulations relating to municipalities and systems (IDP and GDS).
- ✓ Strong commercial understanding -impact and credibility within all levels of the business and ability to deliver.

Skills

- ✓ Strong communication and diplomacy skills are required to guide, influence and convince others.
- ✓ Advanced systems skills, excel, MS Project.
- ✓ Technical skills (Auditing and Accounting).
- ✓ Report writing skills.
- ✓ Management skills.
- ✓ Conflict Management.
- ✓ Adequate influencing and collaborative skills.
- ✓ Effective presentation at senior level.
- ✓ Dynamic and Influential.
- ✓ Audit automation and investigation techniques.
- ✓ Problem solving.
- ✓ Good analytical skills.
- ✓ Project Management.

Behaviours

- ✓ Formulating Strategy & Concepts.
- ✓ Innovation.
- ✓ Strong business acumen.
- ✓ Adhering to Principles and Values.
- ✓ Planning and Organising.
- ✓ Deciding and initiating action.
- ✓ Delivering Results and Meeting Customer Expectations.
- ✓ Relating and Networking.
- ✓ Persuading and Influencing.
- ✓ Adapting and responding to change.
- ✓ Integrity and honesty.
- ✓ Project Management.
- ✓ Monitoring and Evaluation.
- ✓ Financial management and budgeting principles.
- ✓ Corporate Governance.

Preferences/Advantages

- ✓ Masters in Commerce.
- ✓ MBA.
- ✓ 10 years Internal Auditing Experience, 7 years of which should have been as head of internal audit.

Interested **applicants** must please complete the application form available on the vacancies page at pikitup.co.za. For enquiries contact **Shirley Tjiane 0873571086** or **Keo Segosapelo 0873571129**. Completed application forms, CV and supporting documents should be submitted to recruit162019@pikitup.co.za by 16h30 on **02 December 2019**. No late or incomplete applications will be considered. Please ensure that the correct reference is inserted in subject line of email.

- Please quote the above position name on all correspondence relating to this circular / advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.

PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST.