

Department: Office of the City Manager
Directorate: Group Risk & Assurance Services

Deputy Director: Projects and Specialised Audit Services

Salary range: R41 493.20 per month (basic salary excluding benefits)

Educational requirements and experience:

- An Honours or postgraduate qualification/NQF level 8 in Internal Auditing or an associated discipline
- Progress towards attainment of Certified Internal Auditor (CIA)
- Membership of the Institute of Internal Auditors South Africa (IIASA)
- A driver's licence and access to a vehicle are essential (post holder will be expected to visit the Council's sites, often at short notice)
- A minimum of 10 years' extended experience in a performance auditing field, of which at least 6 years must have been in a managerial position in the performance auditing profession
- Experience in local government internal audit
- A detailed understanding of risk management and corporate governance in a public sector environment
- Experience in project management will be an advantage
- Knowledge of Group Integrated Assurance Framework
- Knowledge of a combined assurance model
- Knowledge of Integrated Internal Control Framework
- Knowledge of human resources and finance management.

Job description:

The position will be responsible for a range of functions, including planning, managing, conducting and reporting the results of projects and specialised audits of the operations of the City of Johannesburg Metropolitan Municipality's core departments and its entities, client relationship management and the provision of professional and technical advice on a range of audit issues. This position is mainly responsible for reviewing and assessing the performance of municipality as a whole, including its efficiency, effectiveness and economy, based on compliance with relevant legislation, best practices and other criteria. This will be ensured by leading teams in the planning, management and conduct of projects and specialised audit engagements within approved budgets and timetables, and in conformance with professional standards, as well as by providing leadership and support to subordinate staff, including reviewing performance and providing professional guidance and performance feedback.

Deputy Director: Internal Audit

Salary range: R41 493.20 per month (basic salary excluding benefits)

Educational requirements and experience:

- An Honours or a postgraduate qualification/NQF level 8 in Internal Auditing or Accounting or an associated discipline
- Progress towards attainment of Certified Internal Auditor (CIA) or Chartered Accountant South Africa CA(SA)
- Membership of the Institute of Internal Auditors South Africa (IIASA)
- A driver's licence and access to a vehicle are essential (post holder will be expected to visit the Council's sites, often at short notice)
- A minimum of 10 years' extended experience in a financial auditing field, of which at least 6 years must have been in a managerial position in financial auditing profession
- Strong knowledge of internal audit's role in financial governance
- Knowledge of generally accepted professional accounting principles and practices
- A detailed understanding of risk management and corporate governance in a public sector environment
- Knowledge of the statutes, rules and regulations applicable to local government
- Experience in local government internal audit
- Experience in project management will be an advantage
- Knowledge of Group Integrated Assurance Framework
- Knowledge of combined assurance model
- Knowledge of Integrated Internal Control Framework
- Knowledge of human resources and finance management.

Job description:

The position will be responsible for a range of functions, including planning, managing, conducting and reporting the results of internal audit (process and financial audit) engagements. The position will assess the overall effectiveness of internal audits to ensure that these conform to the auditing standards and code of ethics. The successful candidate will also determine adequacy of audit coverage and develop an improvement programme leading teams in the planning, management and conduct of process and financial audits within approved budgets and timetables, and in conformance with professional standards, as well as providing leadership and support to subordinate staff (including reviewing performance and providing professional guidance and performance feedback).

Senior Specialist (Assistant Director): Internal Audit

Salary range: R36 079.66 per month (basic salary excluding benefits)

Educational requirements and experience:

- A BCom degree/BTech/Advanced Diploma in Accounting/NQF level 7
- Progress towards attainment of Certified Internal Auditor (CIA)
- Preferred: Certified Internal Auditor (CIA)
- A minimum of 6 years' extended experience in a performance auditing profession
- Knowledge of human resources, finance and project management
- Knowledge of Information Systems Management
- Knowledge of internal controls
- Knowledge of networks and the Internet
- Knowledge of the Standards for Professional Practice of Internal Auditing.

Job description:

The successful candidate will direct, plan, organise, supervise and report on the activities of the assurance services audit projects to ensure that it is managed to achieve the functional business objectives and that audit work conforms to the International Standards for Professional Practice of Internal Auditing, Information Systems Audit and Control Association and any other standards set by Group Risk and Assurance Services – Group Internal Audit Services. He/she will assist the Deputy Director in achieving its vision and mission (customer focus and a willingness to assist as needed are expectations for all employees), as well as with the execution of the internal audit plan, including financial, compliance and operational reviews. The role will evaluate the effectiveness of internal controls, prepare work papers and audit reports, make written recommendations to Senior Management to increase efficiency and/or effectiveness of the control systems of functions and assist with special investigations as and when requested to promote good business practices.

Applications for the above three posts, accompanied by a comprehensive CV, should be e-mailed to bongani@joburg.org.za

Enquiries: Bongani Myeni, tel. (011) 407-6808

IT Audit Specialist (Senior Internal Auditor)

Salary range: R32 257.06 per month (basic salary excluding benefits)

Educational requirements and experience:

- A Bachelor's degree/BTech in Internal Auditing/Computer Auditing/Information Systems/IT or related field (NQF level 7)
- Proficiency with various computer applications
- Professional affiliations: ISACA and/or IIA
- A programming background and experience (ie C++ and JAVA)
- A driver's licence and access to a vehicle are essential (post holder will be expected to visit the council's sites, often at short notice)
- A minimum of 5 years' extensive experience in ICT audits
- Extensive knowledge of implementation general controls review
- Extensive knowledge of implementation application controls review
- Extensive knowledge of implementation data analysis, including CAATs
- Extensive knowledge of implementation of ICT audit methodology
- A good understanding of professional IT control frameworks
- A good understanding of the business and IT management processes, risks and controls
- Proven technical knowledge demonstrated in application to specific situations
- The ability to research and apply IT control concepts in audit assignments
- The ability to interpret IT audit risk, management and review
- Knowledge of the following frameworks and standards: * IIA Standards in Professional Practice in Internal Auditing * IT governance methodologies, standards and frameworks
- Risk management standards and frameworks
- Information Security Standards
- Sufficient knowledge in the use of: * Data analysis tools for the performance of CAATs
- MS Excel
- Sufficient knowledge and understanding of legal frameworks, including: * IT Governance
- Promotion of Access to Information Act
- Auditing and accounting standards
- Extensive knowledge of and experience in local government
- Experience in project management.

Job description:

The purpose of the position is to implement multiple IT Audits engagements, which run parallel within a certain portfolio, by:

- Reviewing IT management control measures within multiple projects to ensure effectiveness, value for money and/or efficiency within the Municipality
- Assessing the performance of municipal IT programmes and projects and within the City, including their efficiency, effectiveness and economy, based on compliance with relevant legislation, best practices and other criteria
- Assisting in developing recommendations for improvement and preparing components of the final report to various municipal oversight committees.

Performance Audit and Performance Information Specialist (Senior Internal Auditor)

Salary range: R32 257.06 per month (basic salary excluding benefits)

Educational requirements and experience:

- A Bachelor's degree/BTech in Accounting or Internal Auditing or related field/NQF level 7
- Proficiency with various computer applications
- Membership of Institute of Internal Auditors South Africa (IIASA)
- A driver's licence and access to a vehicle are essential (post holder will be expected to visit the council's sites, often at short notice)
- A minimum of 5 years' extensive experience in performance audit and performance information audit
- Extensive knowledge of and experience in local government
- Experience in assessing adequacy and effectiveness of risk management
- Experience in assuring the quality of City IDP, SDBIP and implementing agencies business plan before approval by delegated authorities
- Experience in project management
- Knowledge of Group Integrated Assurance Framework
- Knowledge of a combined assurance model
- Knowledge of Integrated Internal Control Framework
- Knowledge of human resources and finance management.

Job description:

The successful candidate will implement multiple performance audit and performance information audit engagements, which run parallel within a certain portfolio, by:

- Reviewing management measures within multiple projects to ensure effectiveness, value for money and/or efficiency within the Municipality
- Assessing the performance of municipal programmes, projects and departments, including their efficiency, effectiveness and economy, based on compliance with relevant legislation, best practices and other criteria
- Assisting in developing recommendations for improvement and preparing components of the final report to various municipal oversight committees.

Internal Audit Specialist (Senior Internal Auditor)

Salary range: R32 257.06 per month (basic salary excluding benefits)

Educational requirements and experience:

- A Bachelor's degree/BTech in Accounting or Internal Auditing or related field/NQF level 7
- Proficiency with various computer applications
- Membership of Institute of Internal Auditors South Africa (IIASA)
- A driver's licence and access to a vehicle are essential (post holder will be expected to visit the council's sites, often at short notice)
- A minimum of 5 years' extensive experience in internal auditing
- Extensive knowledge of and experience in local government
- Experience in assessing adequacy and effectiveness of risk management
- Experience in project management
- Knowledge of Group Integrated Assurance Framework
- Knowledge of a combined assurance model
- Knowledge of Integrated Internal Control Framework
- Knowledge of human resources and finance management.

Job description:

The successful candidate will implement multiple internal audits (process and financial audits) engagements, which run parallel within a certain portfolio, by:

- Reviewing management measures within multiple projects to ensure effectiveness, value for money and/or efficiency within the Municipality
- Assessing the adequacy and effectiveness of control measures within performance of municipal programmes, projects and departments, including their efficiency, effectiveness and economy, based on compliance with relevant legislation, best practices and other criteria
- Assisting in developing recommendations for improvement and preparing components of the final report to various municipal oversight committees.

Projects and Specialised Audit Specialist (Senior Internal Auditor)

Salary range: R32 257.06 per month (basic salary excluding benefits)

Educational requirements and experience:

- A Bachelor's degree/BTech in Accounting or Internal Auditing or related field/NQF level 7
- Proficiency with various computer applications
- Membership of Institute of Internal Auditors South Africa (IIASA)
- A driver's licence and access to a vehicle are essential (post holder will be expected to visit the council's sites, often at short notice)
- A minimum of 5 years' extensive experience in performance, projects and specialised audits
- Extensive knowledge of and experience in local government
- Experience in assessing adequacy and effectiveness of risk management
- Experience in quality assuring City IDP, SDBIP and implementing agencies business plan before approval by delegated authorities
- Experience in project management
- Knowledge of Group Integrated Assurance Framework
- Knowledge of a combined assurance model
- Knowledge of Integrated Internal Control Framework
- Knowledge of human resources and finance management.

Job description:

The successful candidate will implement multiple projects and Specialised Audit engagements, which run parallel within a certain portfolio, by:

- Reviewing management measures within multiple projects to ensure effectiveness, value for money and/or efficiency within the Municipality
- Assessing the performance of municipal programmes, projects and departments, including their efficiency, effectiveness and economy, based on compliance with relevant legislation, best practices and other criteria
- Assisting in developing recommendations for improvement and preparing components of the final report to various municipal oversight committees.

Applications for the above four posts, accompanied by a comprehensive CV, should be e-mailed to mushoni@joburg.org.za

Enquiries: Mushoni Mnyai, tel. (011) 407-6311

Internal Auditor

Salary range: R22 707.97 per month (basic salary excluding benefits)

Educational requirements and experience:

- A National Diploma/degree in Accounting or Internal Auditing or related field/NQF level 7. Candidates with extensive relevant work experience and a proven track record will be considered
- Proficiency with various computer applications
- Membership of Institute of Internal Auditors South Africa (IIASA)
- A driver's licence and access to a vehicle are essential (post holder will be expected to visit the council's sites, often at short notice)
- A minimum of 3 years' experience in internal audit
- Knowledge of and experience in local government will be added advantages
- Project management experience
- Knowledge of Group Integrated Assurance Framework
- Knowledge of a combined assurance model
- Knowledge of Integrated Internal Control Framework
- Knowledge of human resources and finance management.

Job description:

The successful candidate will implement internal audit engagements within a certain portfolio, by:

- Reviewing management measures to ensure effectiveness, value for money and/or efficiency within the Municipality
- Assessing the performance of municipal programmes, projects and departments, including their efficiency, effectiveness and economy, based on compliance with relevant legislation, best practices and other criteria
- Assisting in developing recommendations for improvement and preparing components of the final report to various municipal oversight committees.

Internal Auditor: Performance Audit and Performance Information

Salary range: R22 707.97 per month (basic salary excluding benefits)

Educational requirements and experience:

- A National Diploma/degree in Accounting or Internal Auditing or related field/NQF level 7. Candidates with extensive relevant work experience and a proven track record will be considered
- Proficiency with various computer applications
- Membership of Institute of Internal Auditors of South Africa (IIASA)
- A driver's licence and access to a vehicle are essential (post holder will be expected to visit the council's sites, often at short notice)
- A minimum of 3 years' experience in performance audit and performance information audit
- Knowledge of and experience in local government will be added advantages
- Experience in quality assuring City IDP, SDBIP and implementing agencies business plan before approval by delegated authorities
- Project management experience
- Knowledge of Group Integrated Assurance Framework
- Knowledge of a combined assurance model
- Knowledge of Integrated Internal Control Framework
- Knowledge of human resources and finance management.

Job description:

The successful candidate will implement performance audit and performance information audit engagements within a certain portfolio by:

- Reviewing management measures to ensure effectiveness, value for money and/or efficiency within the Municipality
- Assessing the performance of municipal programmes, projects and departments, including their efficiency, effectiveness and economy, based on compliance with relevant legislation, best practices and other criteria
- Assisting in developing recommendations for improvement and preparing components of the final report to various municipal oversight committees.

Applications for the above two posts, accompanied by a comprehensive CV, should be e-mailed to TsholofeloT@joburg.org.za

Enquiries: Tsholofelo Thothomising, tel. (011) 407-7085

Department: Group Legal and Contracts

Branch: Management Support Services

Contract Administrator

Salary range: R22 707.97 per month (basic salary excluding benefits)

Educational requirements and experience:

- A National Diploma in Business Administration/Contract Administration/Management or related field (NQF level 6)
- 4 years' experience in the administration and monitoring of contracts
- The ability to work with political representatives, Boards and Senior Management of the City, municipal entities and external stakeholders
- The ability to work in highly stressful conditions.

Job description:

The successful candidate will coordinate and review the formulation and finalisation of contracts as required in coordination with management and legal staff, ensure compliance of appropriate regulations, as well as research and prepare analysis as required.

Applications for the above post, including a comprehensive CV, should be e-mailed to gabsilez@joburg.org.za

Enquiries: Gabsile Zitha, tel. (011) 407-6083

These are employment equity-targeted positions and preference will be given to EE-targeted groups, including people with disabilities.

Closing date: 29 August 2017

not to make an appointment.

Appointment will be made in accordance with the COJ's EE Policy.

Applications must contain at least 3 referees. An application letter together with a comprehensive CV must be forwarded to the contact details as mentioned above. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.