

AGRÉMENT SOUTH AFRICA VACANCIES

Audit and Risk Officer (Remuneration: R420 000.00 p.a.)

Reference number: ASA4/2018

Purpose:

To assist the organization in the Audit, Risk and Compliance Department.

Duties and Responsibilities Include (but are not limited to):

Internal Auditing Responsibilities:

- Executing of a risk based internal audit in accordance with the annual audit plan;
- Developing and executing audit approaches around key financial and operational risks with the aim of testing the adequacy and effectiveness of controls;
- Responsible for audit execution, from planning to reporting phase;
- Audit planning in terms of assignment objectives, scope of work and resource allocations;
- Performing audit risk and control assessments;
- Develop and review audit procedures and audit programs;
- Prepare audit findings, compile draft audit report, and advise on practical recommendations with various levels of management which will support the achievement of the strategic and financial objectives;
- To compile and review through, concise and reliable audit reports, quality assuring and integrating the inputs into the final report;
- Rating of audit observations and obtain management comments on audit observations;
- Follow up on audit issues raised and provide input into the reports to the audit committee;
- Assist in conducting Control Self-Assessments for the organization;
- Maintain quality standards in terms of the audit methodology, approach and documentation;
- Implementation and improvement of general quality assurance on all audit work;
- Building relations with partners and stakeholders;
- Supporting a combined assurance model (includes working with external auditors and other assurance providers);

Risk Management Responsibilities:

- Assisting with the implementation and review of Operational Risk Management frameworks, policies and plans;
- Identifying areas of significant Operational Risk;
- Assisting the business to identify, assess, monitor and report on Operational Risk issues;
- Performing Operational Risk Management reviews;
- Monitoring Operational Risk Management practices;
- Providing management with advice on improving Operational Risk Management practices;
- Preparing and presenting the results of Operational Risk Management reviews to management and committees;

General:

- Assisting with general audit and risk matters and projects.
- Perform adhoc management requests/projects
- Perform adhoc investigations

Qualifications:

- BCom / BHonours / B Tech Degree in Internal Audit/Auditing/Risk Management is minimum requirement
- Certified Internal Auditor (CIA).would be beneficial or studying towards
- Registration with professional body - Institute of Internal Auditors

Experience:

- 4-6 years' internal auditing and risk management experience
- 2-3 years' working experience in public sector is essential
- Financial experience would be preferred
- Public entities experience would be beneficial
- Through understanding of PFMA, Treasury Regulations, PPPFA and King Report
- Understanding of financial reporting processes and procedures (GRAP).
- Understand all IIA standards and practice advisories as it relates to assignment execution.

Skills:

- Analytical skills and problem solving skills

- Deadline driven and attention to detail
- Good Communication skills
- Good understanding of the risks involved, what to look for and how it works
- Good governance
- Innovative thinking for service delivery.
- Ability to interface and coordinate work efficiently and effectively with business partners/stakeholders.
- Strong planning and organisational skills.
- Decisions making skills.
- Good facilitation skills.
- Knowledge of Combined Assurance.

The candidate will be subjected to integrity checks before the appointment is made. Interested parties should forward their CV's with your name, surname, position title and reference number on the subject line (e.g. Neo Segwe: Position interested in: Reference no: ASAxxxxx) to email address [**agrement@csir.co.za**](mailto:agrement@csir.co.za) by no later than **16 March 2018**.

Agrément South Africa is committed towards increasing the representation of marginalised groups in line with its Employment Equity Policy.

Please note that correspondence and communication will be only be conducted with shortlisted candidates and that Agrément South Africa reserves the right not to make an appointment.