



# defence

Department:  
Defence  
REPUBLIC OF SOUTH AFRICA

## Chief Internal Audit (DDG)

*Salary: R921 054 per annum, Level 15. Ref No. CIA/05/09*

**Department of Defence, Internal Audit Division, Defence Secretariat,  
Armcor Building, Erasmuskloof, Pretoria.**

**Qualifications:** A recognised tertiary qualification in Internal Auditing or Auditing • Registration as a certified professional ie. CIA of CA • Minimum of 6 years relevant experience at a senior management level.

**Requirements:** Knowledge of Audit, Financial Management, Transformation Management, General Management and Administration of Government Departments in the RSA • Advanced auditing-, analytical-, research-, strategic-, management-, communications-, well developed problem solving-, Financial Administration-, good organizer-, communicator-, negotiator-, good inter personal relations-, analytical thinking- and team player skills • Must be able to obtain a Secret Security Clearance .

**Duties:** Develop internal audit policies • Promulgate internal audit policies • Ensure compliance with internal audit policies • Develop internal audit procedures • Update internal audit policies and procedures • Align internal audit policies with national norms • Develop internal audit strategies and plans • Promulgate internal audit strategies and plans • Ensure compliance with internal audit policies • Update internal audit strategies and plans • Align internal audit policies, strategies, procedures and norms with national practices • Examine the accuracy of internal records, information systems, management procedures and internal controls • Review DOD operations and systems and check compliance thereof with prescripts • Review the reliability, validity and integrity of financial and operating data • Examine methods used to identify, measure, classify and report on Data • Examine the effectiveness and means of safeguarding assets • Review the efficiency and effectiveness of work methods and practices and examine compliance thereof with prescripts • Render advice on internal audit matters i.e. develop management information system to base advice on, present regular internal audit reports to the Secretary for Defence and the Audit Committee, pro actively, make recommendations on a proper cause to follow if deviations from laws, policies and norms are emerging and provide timely advice to effect corrective measures.

**Note:** This is a permanent post and the incumbent must be prepared to sign a Performance Agreement and employment contract as required for all SMS members • Applicants should be willing to undertake a competency test.

**Enquiries:** Specific related enquiries can be directed to Mr T E Motumi. Tel (012) 355 6220/19.

**Closing Date: 31 May 2009**

**Important Notice to all Applicants.** This Department is an affirmative action employer which endeavors to apply representivity and gender equality. Applicants who do not receive confirmation or feedback within 2 (two) months as from the closing date for applications must accept that their applications were unsuccessful. Kindly note that, due to the expected large volume of applications to be processed, receipt of applications will not be acknowledged. Applications must be submitted on the prescribed form Z 83 (obtainable from any Public Service Department office), which must be originally signed by the applicant and which must indicate the date when it was signed. The Z 83 must also contain the correct post reference number (as indicated in the advertisement) as well as the correct name of the post. Application form (Z 83) must indicate whether or not the applicant has been convicted of a criminal offence or have been dismissed from previous employment (refer part B. of the Z 83 form). The Z 83 must be accompanied by a detailed CV and certified true copies of educational qualification certificates as well as a certified true copy of the applicant's ID document. A certified true copy of the applicant's vehicle driver's license must also be attached if requested in the advertisement. Copies of previously certified copies will not be accepted. Under no circumstances will photostat copies or faxed copies of application documents be accepted. It is accepted that the signing and submitting of an application is an agreement by the applicant that this Department may have the candidate's CV, qualifications, vehicle driver's license and criminal record verified. Fraudulent submissions may result in immediate disqualification/ dismissal. Applications received after the closing date will not be considered. Failure to comply with the above instructions or to not submit all the required documents will result in applications being disqualified. Applications must be submitted to: Department of Defence, D HR Acquisition, Private Bag X281, Pretoria, 001. Hand delivery to Piet Joubert Building, Cnr Visagie & Paul Kruger Street, Pretoria.

