

**POST 11 : SENIOR INTERNAL AUDITOR**  
**SALARY : R376 413 PER ANNUM PLUS 37% IN LIEU OF BENEFITS (SL 8)**  
**DURATION : 3 YEAR CONTRACT**  
**CENTRE : CENTRAL OFFICE (REF NO: CO13/1/25)**  
**Email Address : internalauditor1325@ikhala.edu.za**

**MINIMUM REQUIREMENTS:** Grade 12 Certificate, (NCV) Level 4 or equivalent with an appropriate 3/4-year Diploma/Degree in Internal Audit/Accounting or relevant qualification. Minimum of 3-5 years working experience in Internal Audit or Auditing environment. Computer Literacy. Valid driver's license.

**KNOWLEDGE & SKILLS:** Knowledge of the relevant prescripts, legislations and regulations. Knowledge and understanding of the Internal Audit environment. Administrative; Planning and organizing; Report writing, Communication and interpersonal; Problem solving & People management

**DUTIES:** Ensuring overall supervision, developing, reviewing and monitoring the implementation of internal audit policies and Conducting awareness workshop. Ensuring overall supervision, plan, execute and report on audits: Participating in the compilation of draft three-year strategic risk based on internal audit and one-year operational plan. Conducting audits as outlined in the internal audit plan. Considering management's inputs when finalizing the internal audit activity plan. Ensuring overall supervision and evaluating internal audit controls, governance and risk management processes: Monitoring progress in the implementation of audit action plan.; Collect, analysing and interpreting data. Developing annual risk register. Monitoring all identified risk quarterly. Conducting risk assessments on an ongoing basis involving relevant stakeholders. Conducting regular risk management training. Ensure overall supervision and coordinate audit and risk committee meetings: Coordinating and arrange all audit and risk committee meetings quarterly and through special requests. Serving as a secretariat in audit and risk committee meetings. Preparing all logistical arrangements for audit and risk committee meetings. Implementing the recommendations of audit and risk committee. Filing all internal audit and risk documents. Ensuring overall supervision, reviewing, collecting information and compiling reports to council subcommittee/ audit and risk committee on issues of risk and internal audit: Compiling monthly, quarterly and annual reports against the audit plan and annual reports against the risk register.