

ADVERTISEMENT

SENIOR MANAGER: INTERNAL AUDIT

Salary Range R 1 347 701.09 - R 1 441 436.14 per annum (all inclusive)

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from www.nmisa.org

PURPOSE OF THE ROLE

To provide an independent, objective, assurance and consulting service designed to add value and improve the operations of NMISA. The Internal Audit unit helps the organisation accomplish its objectives by bringing a systematic disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Principal accountabilities are to: Develop and Implement an Internal Audit Three Year Rolling Plan, Develop and Implement Audit Methodology, Develop Internal Audit Charter, Develop Internal Audit Unit Strategic Plan / Business Plan, Human Resource Development / Continuous Development, Internal Audit Activity Quality Review, Audit Management, People Management and Empowerment and Change Management, Ethics and Service Delivery

DUTIES AND RESPONSIBILITIES

- Compile an Internal Audit Annual Plan aligned to Risk Assessment and Register as required by IIA Standard
- Preparation of the Unit's Internal Audit Three Year (3) year Rolling Plan and the Annual Internal Audit Plan based on the high risk exposure of key areas of risk within NMISA
- Implement Annual Internal Audit Plan as approved by EXCO and Audit and Risk Committee
- Prepare and Present Audit Report and Executive Summary of Findings to EXCO and Audit and Risk Committee
- Develop an Internal Audit Methodology and ensure audit assignments are conducted in accordance with approved audit methodology
- Ensure and enforce quality assurance on every audit assignment
- Compile Internal Audit Charter and Terms of Reference and present to EXCO as well as Audit and Risk Committee for approval
- Compile Internal Audit Strategic Plan and Business Plan
- Develop and implement Internal Audit Strategic and Business Plan
- Human Resource management and continuous development
- Ensure Internal Audit Unit compliance with Quality Assessment Requirements as per IIA standards.
- Ensure Quality Management by reviewing all audit files to ensure adherence to Internal Audit Standards
- Manage internal audit budget
- Change Management, Ethics and Service Delivery

MINIMUM QUALIFICATIONS, SKILLS AND EXPERIENCE

- Postgraduate qualification in Accounting / Finance Management / Internal Audit
- A professional qualification such as CIA will be an added advantage.
- At least 5-10 years Audit Management experience
- Completed articles and / or training is mandatory including membership to the Institute of Internal Auditors.
- Knowledge of IPPF, Treasury Regulations, Public Finance Management Act (PFMA), Internal Audit Policies and Procedures, COSO Framework, IIA Code of Ethics.
- Knowledge and exposure to internal audit softwares e.g BARNOWL, Teammate etc,
- Leadership skills, strong Communication skills, Interviewing skills, Problem solving, Analytical thinking, Report Writing skills, Creative thinking abilities and Ability to work under pressure.
- A valid driver's license.
- The successful candidate must be willing to work outside working hours and be flexible to travel.

Please note:

The NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation.

Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications and certified ID.) when applying for the position email NMISA Human Resource at careers@nmisa.org Only candidates with all supporting documents will be considered for the position. Clearly indicate which position you are applying for.

Closing date for applications: **21 February 2024**

People with disabilities are encouraged to apply.

Correspondence will be limited to short-listed candidates only. National Metrology Institute of South Africa reserves the right not to appoint. By applying for this position at the NMISA, the applicant understands, consents, and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the relevant authority in relation to the position that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history. You voluntarily give NMISA consent to process your personal information and all the applications will be processed in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA)