

INTERNAL AND EXTERNAL ADVERT

JOB TITLE: Junior Internal Auditor (Transversal and Proactive Assurance) X2	SALARY GROUP: Junior Official	LOCATION: PRASA Corporate Office, Braamfontein
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DEPARTMENT: Group Internal Audit	POST NUMBER: TBA	REFERENCE: R&S/JIA/GIA/011
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DEPARTMENTAL MISSION: To execute the audit program on assigned sections.

<p>KEY PERFORMANCE AREAS (KPA's):</p> <p>1. Execute Audit coverage plan</p>	<p>Implement approved audit program:</p> <ul style="list-style-type: none"> • collect and analyse data suitable to achieve audit objectives • assess the adequacy of control designs and processes. • test effectiveness of controls, compliance with laws, regulations, policies etc • identify indicators of fraud and/or irregularity. • present findings and recommendations.and prepare draft reports. <p>Maintain :</p> <ul style="list-style-type: none"> • minutes of all engagements with client management. • minutes of opening and exit meetings for all engagements. • systems documentation. • permanent files.
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<p>2. Comply with IIA training requirements</p>	<ul style="list-style-type: none"> • Obtain a signed review from Audit Manager for all audit engagements. • Complete Annual plan of compulsory hours in terms of Training Contract. • Attain reasonable progress towards qualification as a CIA. • Build and maintain effective business networks and relationships with all relevant internal and external parties.
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KNOWLEDGE:	SKILLS:	ATTITUDES:	CAPABILITIES:
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<ul style="list-style-type: none"> • Business, management and accounting concepts • Process mapping, budgeting, risk analysis 	<ul style="list-style-type: none"> • Communication • Time management • Analytical • Administration 	<ul style="list-style-type: none"> • Team player • Proactive • Customer centric • Detail oriented 	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> • National Diploma in Internal Auditing/Accounting/ Risk Management (NQF 6) <p>Experience</p> <ul style="list-style-type: none"> • 1 year internal auditing experience
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Please apply by completing an internal application form (to be filled by internal applicants only) and submitting this together with your complete CV to: Senior Manager: Recruitment & Selection: PRASA, Private Bag X101, Braamfontein, 2017, Or 1st Floor, PRASA Umjantshi House, 30 Wolmarans Street, Braamfontein. For the attention of: Katleho Musa or email: Katleho.musa@prasa.com

CLOSING DATE: 27 February 2024

Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.

By responding to this vacancy advert irrespective as to how such information is submitted, you consent to the collection, collation, processing and storing for such information and the use and disclosure of such information in accordance with the PRASA data privacy protection policy. PRASA shall take all reasonable measures to protect the personal information of candidates/applicants and for the purpose of this disclaimer "personal information" shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 ("PAIA") and the Protection of Personal Information Act, Act 4 of 2013 ("POPI")

A copy of PRASA's Privacy notice is available on the website or on request.

ISSUED BY CORPORATE RECRUITMENT OFFICE	As per PRASA Employment Equity Plan, this position is earmarked as follows:	MALE				FEMALE			
		African	Indian	Coloured	White	African	Indian	Coloured	White
		X	X	X		X	X	X	X