



INTERNAL AND EXTERNAL ADVERTISEMENT

JOB TITLE: Audit Specialist: Governance, Reporting and Quality Assurance		SALARY GROUP: Management Level		LOCATION: PRASA Corporate Office, Braamfontein	
DEPARTMENT: Group Internal Audit		POST NUMBER: TBA		REFERENCE: R&S/ASGRQA/GIA/05	
DEPARTMENTAL MISSION: To provide specialist governance and quality assurance support over Internal Audit activities, practices, methodologies, and programs.					
KEY PERFORMANCE AREAS (KPA's):					
1. Maintain Internal Audit methodologies		<ul style="list-style-type: none"> Maintain the IA methodologies and related charters. Compile the annual quality assurance self-assessments for periodic reporting to the Audit and Risk Committee. Keep abreast of changes and emerging best practices of the IA profession (from a professional practice and quality assurance perspective). Undertake research/benchmarking activities on emerging issues and opportunities. Communicate and provide training: <ul style="list-style-type: none"> on regular methodology updates to auditors across the IA function (including new recruits/joiners). 			
2. Develop, implement, and maintain a comprehensive Quality Assurance and Improvement Program (QAIP)		<ul style="list-style-type: none"> Plan, execute and report on Quality Assurance and Improvement Programme (QAIP) reviews (internal assessments, updates to the IA Enablement System, external quality assurance reviews, etc.) Conduct QA file reviews of completed audits to assess audit risk and adherence to the Internal Audit (IA) Methodology. Provide feedback on all QAIP reviews to audit teams and senior managers within IA. 			
3. Report and Administration		<ul style="list-style-type: none"> Compile reports and findings for submission to the CAE Track and report action items from other assurance providers (external audit, compliance, and risk management etc.). Provide support and assistance to the CAE in the delivery of the internal audit mandate. Monitor the outsourced internal auditor's expenditure against budget, check invoices, and reconcile to their billings. 			
KNOWLEDGE:		SKILLS:		ATTITUDES:	
<ul style="list-style-type: none"> PFMA, Treasury Regulations, King Code, ISACA and IIA Standards COBIT framework, Basel ii, ITIL, NIST, COSO framework, ISO27001 standards Process mapping, budgeting, risk analysis Teammate, ACL/Arbutus Analytics 		<ul style="list-style-type: none"> Communication Project Management Report Writing Problem Solving and Conflict Management Time Management Quality Management 		<ul style="list-style-type: none"> Analytical Decision Making Attention to detail Honesty and Integrity Reliable 	
CAPABILITIES:					
Minimum Requirements: <ul style="list-style-type: none"> Bachelor's Degree in Internal Auditing/Accounting/Risk Management (NQF 7) Certified Internal Auditor (CIA) Professional Membership <ul style="list-style-type: none"> IIA/ SAICA/ ISACA 					

<ul style="list-style-type: none"> Microsoft Office programs 			<p>Added Advantage</p> <ul style="list-style-type: none"> Certified External Quality Assurance Assessor, and /or Honours Degree in Internal Auditing/Accounting/Risk Management (NQF 8) or CISA or CRMA <p>Experience</p> <ul style="list-style-type: none"> Minimum 10 years' experience in internal auditing of which 5 years should be at the management level
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<p>Please apply by completing an internal application form 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</p>	<p>CLOSING DATE: 22 February 2024</p> <p><i>Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.</i></p>
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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	