

Johannesburg Development Agency (SOC) Limited

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As development manager of these initiatives, JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders.

The following position is available for an achievement-orientated individual with initiative and a commitment to give substance to this vision.

Chief Audit Executive

All-inclusive package of R799 416 – R975 948 per annum negotiable

Purpose of the position: The successful candidate will direct a comprehensive audit programme and provide internal audit and assurance services to the Board, Audit Committee and Management. The incumbent will serve as the Chief Audit Executive and as a member of the Executive Management team, as well as perform advanced level of professional and managerial internal auditing work in the areas of risk management, control and governance. He/she will provide performance appraisals to internal audit staff and service providers, while maintaining professional ethical standards and effective working relationships with Management and staff. The successful candidate will work independently with extensive latitude for initiative and independent judgement within limits of accepted auditing standards and established policy.

Key responsibilities:

- Manage the internal audit functions of JDA in terms of the MFMA and other applicable legislation
- Direct and oversee the development of the Annual Audit Plan and the Internal Audit Annual Report
- Direct the identification and evaluation of risk areas for the development of the Annual Audit Plan and coordinate the review and approval by the Audit Committee
- Direct and oversee audit staff in the planning, organising, conducting and monitoring of overall internal audit operations
- Direct the preparation and review of Audit Committee quarterly meeting reports
- Direct and oversee the development of request for contracted services for the Internal Audit Department, and monitor the contracted services until services are completed
- Research audit tools and leading audit practices
- Direct and oversee complex projects
- Direct and oversee the review and analysis of business processes
- Ensure conformance with acceptable quality control standards through the review of work products of individual audit projects
- Direct the performance of audit procedures, including identifying and defining issues and recommendations, developing criteria, reviewing and analysing information, evaluating evidence, documenting business processes and procedures, and completing audit documentation
- Represent internal audit at Management, Audit Committee and Board meetings and with oversight agencies and other external organisations
- Perform related work as assigned by the Audit Committee or the EXCO.

Education and experience required:

- A postgraduate degree in Accounting and Auditing
- A Master's in Business Administration/Master's of Science in Management or equivalent
- Registered member of the CIA
- At least 5 years' experience in Internal and Forensic Audit Services, of which 5 years should have been in a senior leadership role and/or 5 years as Head of Internal Audit in an organisation
- Knowledge of relevant legislation
- An understanding of national and international audit principles and standards
- Knowledge of modern ICT, ERP and MIS systems
- Computer audit experience and experience in the built environment will be added advantages
- Financial and business planning experience
- Analytical and advisory skills
- Ability to do statistical and financial analysis and modelling
- Computer literacy
- Programme management
- Excellent written and verbal communication skills
- Good presentation skills, including the visual presentation of data
- Relationship management and networking skills
- Advanced organisational skills
- Demonstrated ability to solve complex problems
- The ability to manage people
- The ability to conceptualise, prioritise and manage a project from its inception to final planning phases
- The ability to handle multiple simultaneous tasks and function well under pressure
- Teamwork and team leadership.

This is a 5-year fixed-term performance-based contract. JDA offers a market-related salary commensurate with qualifications and experience.

Please forward a detailed CV in MS Word format to response3@pinpointone.co.za or fax: 086 697 3898.

Closing date: 11 September 2015

Correspondence will be with short-listed candidates only. Johannesburg Development Agency is an equal opportunity employer and people with disability are encouraged to apply.

This position will be filled in line with Employment Equity targets of the JDA and preference will be given to female candidates.



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