

INTERNAL AND EXTERNAL ADVERT

VACANCY:	General Manager: Internal Audit
BUSINESS UNIT:	Office of the CEO
REPORTING TO:	Chief Executive Officer
REF:	IA/06/2023
Applicable total annual salary is R1 539,968.50 Total cost to company (including benefits)	

Purpose of the position: To provide independent second-level assurance and consulting services, designed to add value and improve Joburg Property Company management, administration, and operations. This position will assist JPC to accomplish its objectives via a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Appointment Requirements: • 3yr degree- B Com (Accounting, Audit and Risk Management) • Advantage: Honours – Internal Audit or similar qualification or • Certified Internal Auditors (CIA) certification or • SAICA – South African Institute of Chartered Accountant • 3-5 years experience in accounting and audit and risk • 3-5 years experience working in a public sector environment is highly desirable • In-depth knowledge of relevant legislation including the Companies Act, the Auditing Professions Act, King 1V, and statutory reporting requirements.

Roles and Responsibilities

1. Internal Control Framework: • Oversee the separation of duties among different employees to reduce the risk of error or inappropriate actions. • Oversee that no one person has complete control over all aspects of any financial transaction. • Ensure records are routinely reviewed and reconciled by someone other than the preparer to determine that transactions have been processed accurately and appropriately. • Ensure that cash, equipment, inventories, and other property are secured physically, counted periodically, and compared to control records; limit access only to authorized persons. • Ensure that company-wide policies and procedures are formalized, documented, communicated and readily available to employees. • Develop 3 Year Rolling Audit Plan and update Internal Audit Plan Annually. • Develop and review Internal Audit Charter annually to formally establish the purpose and authority of the Internal Audit Department • Liaise with the Auditor General in respect of the external audit. • Maintain the findings Register and follow through with relevant departments as part of their General Management Committee meetings • Advise the CEO and report to the Audit Committee on internal audit assignments and the status of the plan.

2. Process Management: • Monitor and review departmental internal control policies, procedures, and processes. • Establish an effective, efficient, and transparent system of internal control. • Monitor the maintenance of the appropriate delegation framework. • Monitor and report on the JPC governance frameworks • Oversee the development, implementation, and maintenance a fraud prevention plan

3. Security Management: • Oversee authorisation controls • Oversee security measures for assets and documents • Review processes that require access to equipment, cash, and documents is a controlled through passwords, etc.

4. People Management: • Ensure the development of a high-performing team through embedding formal Performance Development and informally coaching management team on how to conduct the process effectively. • Determine and analyse training and development needs for managers and ensure they do the same for their teams. • Determine and analyse training and development needs for managers and ensure they do the same for their teams. Ensure that identified training is budgeted for and executed. • Establish and maintain a succession plan for the management team in the area using the formal Talent Management process for identified talent and an information process for remaining roles. • Ensure that managers create effective workforce plans and recruitment demands plans for their areas. • Address poor performance of any team member through the formal Performance Improvement process. • Pursue own development to increase personal effectiveness, acknowledging strengths and areas of development.

5. Financial Sustainability: • Lead and manage the division's budget • Submit monthly budget status • Ensure effective corporate governance within the MFMA as a basis • Develop and adhere to correct financial Service Level matrixes • Ensure adherence to budgets and corrective action where required • Continuously align budget and expenditure with strategic outlook of business unit • Ensure reduced costs to customers.

6. Legislation: • GAP • Internal audit standards • MFMA • Municipal Systems Act • Labour Law • OHASA.

Competencies: • Leadership • Planning and Organising • Quality Organisation • Persuasiveness • Specialist Knowledge • Problem Solving & Analysis • Oral Communication • Written Communication • Commercial Awareness • Creativity & Awareness • Action Orientation.

Note:

• JPC is an Employment Equity Employer; therefore, an appointment will be made in accordance with the company's employment Equity Policy and Plan.

• Submit a detailed, relevant CV including copies of qualifications via e-mail to JOBS@jhbproperty.co.za

Quoting the relevant reference and job title. Should you have any queries kindly **contact Tshelo Mokataka on 0648502822.**

• Applicants must note that further verifications like qualifications and criminal checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks.

• JPC reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.

• It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.

• Should you not hear from us within 6 weeks after the closing date, you may consider your application as an unsuccessful.

Closing Date: 21 June 2023

