



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 21 AUGUST 2023

NOTE: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. \*All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or emailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: ASSISTANT DIRECTOR: INTERNAL AUDIT (QUALITY ASSURANCE) REF NO: 210823/10  
CHIEF DIRECTORATE: INTERNAL AUDIT, SUB-DIRECTORATE: FORENSIC INVESTIGATIONS AND QUALITY ASSURANCE

SALARY: R424 104 per annum (Level 09)

CENTRE: Pretoria Head Office

REQUIREMENTS: A bachelor's degree at (NQF level 7) in Internal Auditing/Auditing/Accounting. Three (3) years relevant experience in Internal Audit or Quality A post graduate Diploma Internal Audit or Certified Quality Assessor/validator will be an added advantage. The disclosure of a valid unexpired driver's license. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge and understanding of IIA Standards for the professional Practice of Internal Auditing (SPPIA). Knowledge of Generally Recognized Accounting Practice (GRAP). Knowledge and understanding of Public Service Legislative framework. Competencies Needed: Report writing, presentation, facilitation, research, and project management skills. Planning and organizing, problem solving and analysis. Computer literacy skills. Good communication skills (both verbal and written). People management skills, client orientation and customer focus.

DUTIES: Develop and implement Quality Assurance and Improvement Programme (QAIP). Participate in the development of the risk based (3) year strategic annual Internal Audit coverage plans. Develop and update the Internal Audit and Audit Committee charters. Develop and implement methodologies and policies, procedure manuals for quality control and review of the projects. Conduct research and benchmarking model for Internal Audit function. Develop Teammate libraries and working paper templates. Ensure compliance on audit projects in line with International Standards for the Professional Practice of Internal Audit. Perform ongoing and periodic reviews on audit assignments. Ensuring that all findings raised during quality review are attended on time. Ensure proper administration on the Teammate audit system. Provide Teammate training to new Internal Audit staff. Coordinate with other internal and

external assurance service providers to ensure proper coverage to minimize duplication of efforts. Prepare a year schedule for the Audit Committee. Manage the administration of the Audit Committee (recording of minutes). Prepare the Quality Assurance quarterly report to the Audit Committee. Continuously updating the Quality Assurance implementation plan. Keep up to date with the new development in Internal Audit. Manage the sub programme human resource through developing, implementation and monitoring the annual staff development, job training and continued professional development.

ENQUIRIES: Ms. S. Toto Tel: 012 336 8228

APPLICATIONS: Pretoria (Head Office): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001. For Attention: Recruitment and Selection Unit.