

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: PRINCIPAL AND VICE – CHANCELLOR

DEPARTMENT: INTERNAL AUDIT

**POSITION: DIRECTOR: INTERNAL AUDIT (P4)
(5-YEAR FIXED-TERM CONTRACT)**

(Ref: DIR: IA/P & VC/PPB/2020)

Kindly note that this is a re-advertisement. Candidates who applied previously need to re-apply since their previous applications will not be considered.)

Unisa is the only publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, Open Distance e-Learning (ODeL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of **Director: Internal Audit**.

The purpose of the Director Internal Audit is to plan and direct the internal audit directorate in accordance with relevant legislation and in alignment with the Institution's Open Distance and e-Learning (ODeL) 2016-2030 strategy; and lead audit team/s in implementing the audit coverage plan as approved by the University's Audit and Enterprise Risk Management Committee of Council; and perform a quality assurance function over audit engagements relating to assurance, consulting and investigating services.

Key duties/responsibilities

Strategic Direction and Alignment

- Providing input in the development of the departmental strategy and communicating accordingly.
- Identifying auditable areas from the high risks (as per risk register) per risk areas.
- Preparing and administering an annual and other relevant audit plans.
- Reviewing and interpreting the Standards for the Professional Practice of Internal Auditing and implement procedures to ensure that the adopted internal auditing methodology conforms to the Standards.
- Driving and directing the development of the directorate's operational plans and objectives in line with departmental strategy, plans and objectives and in accordance with relevant legislation.
- Driving and directing the development and reviewing of policies, processes, practices, procedures, internal audit manuals and systems.
- Driving and directing the development of the directorate's annual performance review.
- Providing direction in the directorate's area(s) of specialisation.

Operational Leadership and Process Management

- Providing leadership regarding all the operations of the directorate from an overall perspective, such as:
 - Lead/Supervise end to end audits, which entails planning, fieldwork, reviews, reporting and follow-up on agreed actions.
 - Project manage the audit engagements that are co-sources from external audits and investigation professional service providers.
 - Ensuring that all audits are conducted in terms of the guidelines provided in the internal audit manual.
 - Take leadership and coaching role in audits where appropriate.
 - Lead contact points with senior stakeholders to ensure that audit matters are addressed, key emerging risks identified, and risk assessments are done
 - Oversee/Quality assure audits/reviews to assess controls, operational efficiencies and compliance with all policies, procedures and regulations
 - Conduct special audits as required and issue results

- Providing guidance, expertise and advice to the Management on trends, best practice, applicable policies & legislation
- Advising on a systematic and disciplined approach to evaluate and improve the effectiveness of the business unit's risk management, control and governance processes in accordance with the Internal Audit frameworks
- Providing assurance to the relevant Committees, in compliance with applicable legislation.
- Driving the implementation of plans, policies, processes, practices, procedures and systems and ensuring sustainability of business.
- Ensuring that operation meets all goals, targets and timelines and creates value for the business and ensuring credibility.
- Managing the relationships and networks with internal and external stakeholders

Forecasting, Budgeting and Financial Management

- Compiling and managing the functional budget in line with the portfolio and Institutional budget.
- Overseeing and monitoring functional expenditure within budgeted parameters and reporting on variances periodically.
- Directing and overseeing the funding of functional operations and budgeted activities.
- Managing the process of allocation of financial resources within the directorate.
- Embedding financial sustainability through a green Institution-wide culture.
- Managing the function's resources sustainably in accordance with financial principles.
- Authorising the procurement of the services of contractors, office stationery and equipment in alignment with budget

People Management

- Directing, mentoring and empowering employees and change within the directorate to promote high performance, optimal working environment, improving staff morale and cost-effective operations.
- Allocating audit projects to audit teams / staff members
- Embedding sustainability through a green Institution-wide culture.
- Driving a high-performance culture by taking accountability for an effective and well-articulated performance management process.
- Monitoring the resourcing of the directorate through recruitment and filling of positions.
- Ensuring and monitoring that all staff in the directorate are trained, skilled, retained and that their expertise is optimally applied.
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter and ODeL 2016-2030 strategy
- Fostering an organisational culture and climate that is ethics and value driven.
- Directing implementation of the human resources policies, procedures and practices.
- Builds a robust, effective leadership pipeline, succession and capacity.
- Ensuring that staff members sign and submit Declarations of Confidentiality on an annual basis.
- Ensuring staff awareness of and compliance to the University and Institute of Internal Auditors' Codes of Ethics and Conduct.

Governance and Reporting

- Monitoring and reporting on progress against functional initiatives.
- Monitoring and reporting on legislative and statutory compliance as defined by government and professional bodies.
- Promoting sound institutional governance, participating in required governance structures and serving as a member on the required forums.
- Reporting on the Directorate's performance at the required intervals reflecting all relevant statistics

- Keeping a list of Whistle-blower reports received at the Department
- Maintaining a comprehensive system for recording all audit plans, work papers, findings, reports and follow-up reports
- Preparation of Audit/ Investigation Reports, such as:
 - Audit finding sheets
 - Quarterly Audit Plan implementation progress
 - Follow-up reports on whether the recommendations/ action plans have been implemented
 - Project status reports for the REC Committee
 - Follow-up Reports on Whistle-blower reports
- Providing reports to External Auditors where applicable

Behavioural Competencies

- **Leading and deciding**-takes control and exercises leadership. Initiates action gives direction and takes responsibility.
- **Creating and conceptualising**- works well in situations requiring openness to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Supports and drives organisational change.
- **Adapting and coping**- adapts and responds well to change. Manages pressure effectively and copes well with setbacks.
- **Supporting and co-operating**- supports others and shows respect and positive regard for them in social situations. Puts people first, working effectively with individuals and teams, clients and staff. Behaves consistently with clear personal values which complement those of the organisation.
- **Interacting and presenting**- communicates and networks effectively. Successfully persuades and influences others. Relates to others in a confident and relaxed manner.
- **Enterprising and performing**- focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business, commerce and finance. Seeks opportunities for self-development and career advancement.
- **Organising and executing**- plans and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.
- **Analysing and interpreting**- shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly takes on new technology. Communicates well in writing.

Technical Competencies

Knowledge, skills and abilities required for the successful accomplishment of the job, which include:

- General management (including knowledge of applicable policies and procedures)
- Knowledge of and insight into the challenges facing higher education
- Internal Control, Risk Management and Auditing Frameworks
- Internal Professional Practices Framework for Internal Auditors
- Reporting Requirements for Public Higher Education Institutions
- GAAP/IFRIS/PFMA
- Treasury regulations
- King IV Report on corporate governance
- Knowledge of relevant legislation
- Knowledge of Department of Higher Education and Training (DHET) regulations and other relevant regulations applicable to higher education institutions
- MS Office applications

Requirements and Experience

- Qualified CA(SA)
- Qualification as a CA must have in an audit environment

The following will be advantageous

- Certified Internal Auditor (CIA)
- Certified Information Systems Auditor (CISA)

Experience

- Minimum of 10 years' experience in risk advisory/finance/audit/internal auditing, of which a minimum of 5 years in a Senior role and/or management.

Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the seniority of the of the position

Closing Date: 31 January 2020

Enquiries: Ms P Bana - 012 429 3572 or Ms AI Mavhungu - 012 429 3048

Application can be forwarded by email to: banapp@unisa.ac.za

Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of the following documents:

- All educational qualifications;
- Identity document; and
- Proof of SAQA verification of foreign qualifications, where relevant.

The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.

The detailed advertisement together **with the prescribed application form** can be found on the Unisa website (<http://www.unisa.ac.za/vacancies>)

Unisa is not obliged to fill an advertised position.

Shortlisted candidates might go through competency assessment process

Late, incomplete and incorrect applications will not be considered.

We welcome applications from persons with disabilities.

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.