

**UNIVERSITY OF SOUTH AFRICA**

**PORTFOLIO: VICE-CHANCELLOR AND PRINCIPAL**

**DEPARTMENT: INTERNAL AUDIT**

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

**(Ref: DIR:IA/VC&P/GRM/2019)**

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 a Director Internal Audit is to provide leadership and strategic direction to the Internal Audit function and assurance to the University of South Africa's (Unisa) management and Council regarding the adequacy and effectiveness of controls implemented in alignment with the Open Distance e-Learning alignment with the Institution's Open Distance and e-Learning (ODEL) 2016 – 2030 strategy and objectives.

**Key duties/responsibilities**

**Strategic Direction and Alignment**

- Develop and manage the implementation of the function's operational and administrative plans
- Coordinate and implement the functional strategy, policies and procedures to compliment and support the ODeL 2016 – 2030 strategy, and protect the Institution from undue liability and exposure to risk
- Develop and manage implementation of the function's budget in alignment with the Portfolio's strategy and objectives
- Implementing effective risk management measures within the function

**People Management**

- Conduct annual performance reviews of staff in accordance with the performance management process.
- Monitor overall performance of the Costing and Budgeting function on an ongoing basis
- Coach and mentor staff as appropriate to improve performance
- Direct implementation of training and development programmes for staff, including personal development plans (PDP's)
- Establish a positive, healthy and safe work environment and culture in accordance with the Transformation Chart and ODeL 2016 – 2030 strategy
- Direct implementation of the human resources policies, procedures and practices
- Determining staff requirements for the Portfolio which includes resourcing of programmes and initiatives
- Match, and where required, manage the staff competence with the need of the institution and the types of engagements that must be performed

**Internal Audit Process Leadership**

- Oversee the measurement and evaluation of business processes and recommend changes in financial and managerial controls as required to protect assets, prevent fraud, and maximise operational efficiency
- Direct the internal auditing process to ensure that the audits are conducted in terms of the guidelines provided in the Internal Audit Manual
- Provide leadership and direct audit projects and conduct quality assurance (QA) reviews of the audit work
- Support and assist the Chief Audit Executive in day-to-day oversight of operations and decision making.

- Review financial transformations in terms of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) and reports accordingly
- Direct the performance of Financial, Operational, Compliance and Information Technology audits to ensure controls are adequate and effective, business risks are identified and assures compliance with relevant legislation including Unisa policies and procedures
- Establish and provide direction to risk-based audit programmes

### **Governance and Reporting**

- Monitor and report on progress against functional strategic initiatives, including submission of final audit reports
- Monitor and report on legislative and statutory compliance as defined by government
- Promote sound institutional governance, participate in required governance structures and serve as member on required forums
- Manage the strategic relationships and networks with internal and external stakeholders

<b>Behavioural Competencies</b>	<b>Technical Competencies</b>
Change Leadership/Management	General management
Leading and Supervising	GAAP/IFRIS/PFMA
Verbal and written communication problem solving and analysis	Risk management and auditing
Political savvy	Treasury regulations
Achievement focus	Companies Act
Strategic thinking	MS Office applications
Stakeholder Management	Relevant policies and standards (including IIA Standards)
Conflict Management	

### **Minimum Qualifications**

- Qualified CA(SA) (RA) IRBA

### **The following additional qualifications will be advantageous**

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

### **Minimum Experience**

- Minimum of 10 years' experience in Auditing, of which a minimum of 5 years in a Senior Auditing role and/or management
- Minimum 3 years with a Big 4 Audit firm or AGSA

### **The following additional experience will be advantageous**

- Demonstrate experience with AGSA Methodology on Audit of Performance Information methodology
- Experience in a consulting or advisory environment.

### **Assumption of duty: As soon as possible**

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

**Closing Date:** 15 November 2019

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

**Application can be forwarded by email to:** [banapp@unisa.ac.za](mailto: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.
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***Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.***