



The National Library of South Africa wishes to make the following appointment on its Pretoria Campus:

Manager: Internal Audit

Reference Number: 03/01//2023

Salary scale: R 644 148.00 - R 752 021.00 all inclusive

The objectives of the National Library of South Africa (NLSA) are to contribute to socio-economic, cultural, educational, scientific, and innovative development by collecting, recording, preserving, and making available the national documentary heritage and promoting an awareness and appreciation thereof, by fostering information literacy, and by facilitating access to the world's information resources.

The NLSA invites applications from suitably qualified persons for appointment on a permanent basis, as Manager: Internal Audit. The successful individual will be based on the Pretoria Campus. The successful candidate will report to the National Librarian and CEO.

KEY PERFORMANCE AREAS

- Prepare a risk-based audit plan and an internal audit programme for each financial year.
- Advise the Accounting Officer, and report to the Audit, Risk and Performance Committee, on the implementation of the internal audit plan and matters relating to:
 - Internal audit
 - Internal controls
 - Accounting procedures and practices
 - Risk and risk management
 - Performance management
 - Loss control
 - Compliance with the Public Finance Management Act and any other applicable legislation
- Monitor applications, procedures and processes associated with specific statutory financial responsibilities and functions/activities of the NLSA.
- Manage the implementation of audit investigative processes to determine irregularities or non-compliance.
- Disseminate guidance and information on specific key performance areas and requirements associated with the audit programme and procedures.
- Ability to perform the full audit function independently.
- Assessing and understanding business processes to identify key controls and risks.

- Critically evaluate the internal control environment, identifying risks, and drafting a suitable audit programme to test these controls.
- Perform audits to identify control deficiencies, potential frauds, regulatory compliance deficiencies, and management policies or procedures deviations.
- Prepare work papers, computations, and statistical reports to ensure compliance with established control procedures.
- Use sound judgment and creativity to formulate practical recommendations in response to control deficiencies/inefficiencies.
- Apply audit experience to resolve more advanced, complex audit elements, including issues escalated by management.
- Develop and update internal manuals and guides.
- Deliver quality work through maintaining audit and accounting standards.
- Draft audit reports and presentations to senior management and Audit, Risk and Performance Committee.
- Build, maintain and manage professional relationships with Management.
- Assist with implementation of recommendations and perform follow-up audits to verify that controls have been implemented and are operating effectively.
- Perform other related assignments as assigned by Management.

Minimum Educational Qualifications and Experience

- Bachelor's Degree in Accounting or Commerce, Internal Auditing, or related qualification.
- Post graduate qualification in Internal Auditing or related qualification
- Certified Internal Auditor (CIA), A SAICA CA(SA) registration, RGA or ACCA is an added advantage
- Expert knowledge of audit principles and theory, the Institute of Internal Auditing (IIA) standards, statutory accounting principles, Generally Accepted Accounting Principles, risk management and internal audit policies
- Knowledge of PFMA, GRAP, IFRS, GAAP, Income Tax Act, Internal Audit, Internal Audit Principles
- Knowledge of finance and accounting systems and practices
- Project management
- Report writing
- Supervision
- Standards and other statutory requirements
- In-depth knowledge of the NLSA Act

Years of Experience in Internal Audit or Related Field

- Six to seven years of experience in an audit or accounting field.
- Two years of supervisory (project lead) experience in an internal auditing profession corporate / public sector organisation.

Knowledge, Skills and Attributes

- Specialist auditing knowledge
- Process-driven individual with excellent interpersonal skills
- Ability to digest and interpret complex business processes and models
- Strong written and oral communication skills
- Impeccable attention to detail and quality orientated

- Display excellent analysing and problem-solving ability
- Ability to maintain the highest standards of ethics, confidentiality, and professionalism

The NLSA is an equal opportunity employer and is committed to the principles of Employment Equity. We encourage applications from people living with disabilities.

NLSA reserves the right to not make an appointment.

Prospective candidates will be subjected to background verification, competency assessments and security clearances.

Applications: Interested applicants must submit a completed prescribed application form obtainable from our website (www.nlsa.ac.za) accompanied by a covering letter; Curriculum Vitae; Matric/Grade12 certificate; proof of qualifications and a copy of Identity Document by e-mail to: recruitment@nlsa.ac.za. Please ensure that you quote the reference number and the position in the subject line of your email. Shortlisted candidates will be expected to avail themselves for an interview at NLSA's convenience.

No applications from recruitment agencies will be accepted.

CLOSING DATE: Friday, 10 February 2023

Should you not receive any correspondence / communication from the National Library of South Africa one month after the closing date, please consider your application as being unsuccessful.