



NATIONAL LIBRARY OF SOUTH AFRICA

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Cape Town
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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SENIOR INTERNAL AUDITOR FOR A PERIOD OF 12 MONTHS

CLOSING DATE: 27 June 2024

TIME: 11:00

1 BACKGROUND

- 1.1** The National Library of South Africa, hereafter referred to as NLSA, is a world-class African National Library and Information Hub. The NLSA is responsible for collecting, recording, preserving, and making available the national documentary heritage of South Africa. The NLSA promotes awareness, appreciation, and access to published documents, nationally and internationally and in doing so contributes to the development and prosperity of South Africa. The NLSA has Campus in Pretoria and Cape Town.
- 1.2** The NLSA seeks to appoint a Senior Internal Auditor to conduct internal audit functions within NLSA.

2 SCOPE OF WORK

Qualifications and Experience:

- Degree or National Diploma with Accounting and Auditing at 3rd year level
- A minimum of five (5) years internal audit experience, with one (1) year at supervisory level.

Duties / Tasks:

Applied strategic thinking:

- Participate in the compilation of the risk based internal audit strategic and annual plans.
- Identify new projects required due to changes in operational direction.
- Monitor progress on the implementation of management action plans through findings registers and performing quarterly / annual progress follow-up after completion of the audit projects:

Project Management:

- Conduct and manage audit projects per the approved project plan activities and timelines.
- Identify opportunities to partner with others to achieve desired results.
- Manages the risks and incorporates specific activities to reduce the risks.
- Attends to multiple tasks, focus on key priorities and delegation to others.
- Monitor progress on projects and report progress weekly to the Manager: Internal Audit.

- Manage the financial performance of the project, i.e., monitor hours, expenditure, variation, contractual obligations, appropriate sign-off, and value for money) according to the PFMA and Treasury Regulations.

Budgeting and Financial Management:

- Participate in developing department budget and manages the unit's finances as required in terms of the PFMA.
- Promote adherence to government policy and overall financial function.
- Review and monitor budget to ensure that the required financial procedures are adhered to and all monies are accounted for.

Team Leadership:

- Build team spirit and value team work to promote the effectiveness of the group, agree on the goals and objectives, processes, completion of tasks and accomplish departmental objectives.
- Establishes rules of engagement, group norms and behavior, co-operation, and collaboration.
- Monitor and discuss projects progress with the team to ensure accomplishment of the team goals.
- Recognizes and celebrates the team efforts and achievements.

Communication and Information Management:

- Sources data, analyses it and converts it into reports and presentations.
- Provides information in a format that is attractive, interesting and useful.
- Evaluates the effectiveness of data gathering and distribution channels.
- Maintains document management, storage and retrieval systems for internal audit information.
- Maintains effective communication channels with current technologies.

Customer Focus and Responsiveness:

- Monitors customer product/service standards to ensure that established standards are met.
- Introduce new customer product/service standards to respond to particular customer needs.
- Establish a plan to pursues work objectives that supports meeting customer needs / expectations in a timely manner.
- Follow up with the client timely to ensure satisfactory services and implement improvement plans.

Continuing Professional Development

- Diagnose performance issues and invest in opportunities for appropriate development programs.
- Build and maintain a character of integrity, self-reliance, and approachability.
- Offer own expertise to peers or stakeholders.
- Keep abreast with the current development in the profession of internal auditing and apply them in the work environment.

Impact and Influence:

- Create favorable first impressions, being confident and persuasive.
- Maintains audience interest during discussion, presentations, and meetings.
- Support and defend proposals made and convinces others of the benefits and value of the proposals presented.
- Use an in-depth understanding of the interactions to move towards a specific agenda (e.g., share information to promote the desired outcomes or interactions).

Managing Interpersonal Conflict and Resolve Problems:

- Act decisively on your own authority when timely action is needed.

- View opposing parties equally in terms of their right to express their viewpoints, listen patiently and makes effort to understand other viewpoints.
- Act calmly and rationally in conflict situations with empathy and self-detachment.
- Weigh alternative solution to resolve conflicts, considers the risks and chose the best option.
- Demonstrates sound judgement, manages disappointment as the result of difficult decision.

Networking and Building Bonds:

- Build and maintain alliances and networks of auditees, colleagues and interest groups inside and outside the NLSA.
- Utilize opportunities to attend official gatherings to gain access to the most useful improved practices.
- Builds visibility by improving quality of work, publicizing work, teaching and developing others, communicating well and “standing out from the crowd”.

3 NLSA’S RIGHTS

The NLSA is entitled to amend any condition of this RFQ, the validity period, terms of reference, or extend the RFQ’s closing date, all before the closing date. All Bidders, to whom the quotation documents have been issued, and where the NLSA has a record of such Bidders, may be advised in writing of such amendments in good time and such changes will also be posted on the NLSA’s website under the relevant Bid information. All prospective Bidders must, therefore, ensure that they visit the NLSA website regularly to ensure that they are updated on any amendments in this regard.

4 DURATION OF THE CONTRACT

12 Months

5 CONDITIONS OF BID

- 5.1 The NLSA reserves the right not to accept the lowest proposal.
- 5.2 The NLSA reserves the right to appoint one or more Bidder.
- 5.3 The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- 5.4 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- 5.5 No upfront Payment will be done by NLSA.
- 5.6 The quotations shall remain valid for 60 days and may be extended at the discretion of the NLSA.

6 EVALUATION CRITERIA

6.1. Pre-Evaluation (standard bid documents)

- 6.1.1. Fully completed SBD 4 and SBD 6.1 forms.
- 6.1.2. Candidates’ CVs and copies relevant qualifications and ID.
- 6.1.3. All Bidders must be registered on the National Treasury Central Supplier Database (CSD).

7 PRICING

7.1 Preference point system

7.1.1 The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

$P_{\min}$ = Price of lowest acceptable tender.

Identified Specific Goals and their weights:

- Locality = 20 Points if the bidder is based in Gauteng.
10 points if bidder is based outside Gauteng.

Prospective bidders are requested to submit municipal rates and taxes/ lease agreement to claim specific goals.

8 ENQUIRIES

All inquiries about this RFQ must be directed to the SCM Office:

For any RFQ-related inquiries please send to the following email address quoting the Bid Number, Bid Description as a Reference; patience.shiburi@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 3004 /9700