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**INTERNAL/EXTERNAL ADVERT**  
**INTERNAL CONTROL OFFICER – 3 YEAR CONTRACT**  
**PATTERSON JOB GRADE C1: (Ref No. FIN2019)**  
**All-inclusive package – R 300 967.00 pa**

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Applications are invited from suitably qualified candidates for the **Internal Control Officer** position that has become available in the **Finance Division**.

**Minimum Requirement & Job Competences:**

- Matric/Grade 12 with Mathematics or Accounting;
- Degree or National Diploma with Accounting / Auditing / Internal Auditing as majors;
- 3 - 4 years' experience in risk management;
- Thorough knowledge of the PFMA Act 1999 and the PPPFA Act 5 of 2000, Supply Chain Management practices and Treasury Regulations;
- MS Office Proficiency (Advanced Excel);
- ACCPAC or similar accounting package;
- Very high level of attention to detail;
- Ability to work under pressure
- Report writing
- Interpersonal skills – teamwork, respect, tact and discretion;
- Above average numerical skills;
- Self-motivated and able to use own initiative.

**Key Responsibilities:**

- Conduct internal control inspections and risk management investigations to identify lack/ineffective control and risk management systems within the division;
- Implement effective and efficient internal control and risk management policies, frameworks and procedure manuals throughout the department;
- Implement internal control and risk management monitoring and evaluation mechanisms within the division;
- Provide transversal support, advice and guidance in terms of internal control and risk management prescripts;
- Participate in the compilation of reports to management on internal control and risk management compliance programmes;
- Provide inputs on the development of divisional internal control and risk management policies, frameworks and procedure manuals;
- Assist in monitoring of Internal controls and reviews (pre-audit);
- Liaise with internal/external auditors;
- Assist with follow ups of audit findings;
- Update and report on risk register and fraud risk register;
- Assist in monitoring and update of external and internal audit action plans;
- Update compliance register;
- Assist with co-ordination of risk management and fraud risk workshops.

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Interested candidates are requested to send detailed CV's for the attention: HEAD – Corporate Services by email to: [recruitment@shark.co.za](mailto:recruitment@shark.co.za) Please Quote Ref. No **FIN2019**, in your correspondence. **Closing Date: 15h30 on Friday, 20<sup>th</sup> December 2019.**

*No late applications will be considered. Correspondence will only be limited to shortlisted candidates. Should you not hear from us within 15 days after the closing date, please consider your application to have been unsuccessful. Selection will be made in terms of the entity's employment equity targets. We reserve the right not to proceed with this application process. All shortlisted applicants will be subjected to pre-screening assessments.*

**“APPLICATIONS FROM PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED”**

BM  
04/12/2019