



**CO-OPERATIVE BANKS DEVELOPMENT AGENCY**

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**CO-OPERATIVE BANKS DEVELOPMENT AGENCY (CBDA)**

**JUNIOR TECHNICAL ANALYST: INTERNAL AUDIT (3 YEAR CONTRACT): CAPACITY BUILDING UNIT**

**REF: 20170227**

**SALARY: FROM R217, 257.63 – R255, 913.89 PER ANNUM (COST TO COMPANY)**

**PRETORIA**

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**PURPOSE:**

To provide internal audit function for all registered Co-operative Financial Institutions (CFIs), working with and transferring skills to the CFI Audit Committees and conduct quality assurance reviews of CFI audit reports. Through continuous audits, determine internal controls to provide adequate safeguards to ensure the CFIs general operating efficiency and compliance with laws, regulations, managerial policies and Generally Recognised Accounting Practice.

**KEY OUTPUTS:**

This position will report to the Director: Capacity Building Unit and the successful candidate will be responsible for the activities associated with the job description of a Junior Technical Analyst within the CBDA, which include, but are not limited to:

**Development of an audit plan:** Continually Assess risks, member complaints, findings and recommendations of external auditors, CBDA Principle Analysts and Senior Technical Analysts.

**Conduct Skills audit and identify skills gaps:** Assess critical core competencies of audit committee members• Coordinate training for CFI Audit committee members on the CBDA Audit Committee Training Materials, recommend other training programmes, conferences for upskilling purposes• Develop and carry out all internal audit activities with the CFI Audit Committee to ensure transfer of skills• Continuously monitor ability to carry out their function independently of the CBDA internal auditors.

**Develop and maintain audit programs:** Develop, evaluate the effectiveness, and continually monitor audit programmes within CFI operations• Audit programs should identify objectives, planned audit scope, and procedures to be performed, working closely with the CFI Audit Committees and ensuring transfer of skills.

**Data Analysis and findings report drafting:** Timely draft audit findings report in line with Standards for the Professional Practice of Internal Auditing (SPPIA) issued by the Institute of Internal Auditors (IIA), and submit to the Senior Technical Analyst: Internal Audit for final approval by Director Capacity Building.

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The CBDA is an equal opportunity employer.

Please forward your detailed CV, quoting the above reference number for the attention of Ms. Ayanda Radebe. Co-operative Banks Development Agency, Private Bag X115, Pretoria, alternatively hand delivery to Co-operative Banks Development Agency, National Treasury Building, 240 Madiba Street, Pretoria, 0002. Alternatively e-mail your CV to [CBDARecruitment@treasury.gov.za](mailto:CBDARecruitment@treasury.gov.za)

**NOTE:** Correspondence will be limited to shortlisted candidates only. The preferred candidate (s) will be subjected to a competency assessment, security clearance and qualification verification and be required to enter into a performance contract.

**Continuously monitor compliance with laws and regulations:** Conduct quarterly monitoring visits to CFIs to ensure implementation of recommendations and compliance to all relevant legislation e.g. Co-operatives Act No 14 of 2005, Co-operative Banks Act No. 40 of 2007, National Credit Act No 34 of 2005, South African Revenue Services Act No. 34 of 1997, Financial Intelligence Act No. 38 of 2001, Protection of Personal Information Act No 4 of 2013, and any other South African legislation relevant to the Co-operative Banking Sector.

**Conduct special projects and all other duties:** Carry out all other duties as the CBDA may reasonably direct concerning CFI financial integrity, management, governance and overall safety and soundness of the CFI sector as a whole.

**REQUIREMENTS:**

- Degree in Auditing (NQF 7);
- Auditing experience – 3 years minimum;
- Experience in Cooperative Banking Auditing would be an added advantage;
- Should be a member of a relevant professional body (SAICA, IRBA, IIA, ACCA or SAIGA);
- Excellent interpersonal, communication, facilitation and excellent report writing skills;
- Excellent quantitative and analytical skills;
- Microsoft suite of products;
- Regular overnight travel, therefore a valid driver's licence is a must.
- Prepared to work unsupervised and capable of using own initiative.

**Closing date: Wednesday, 15<sup>th</sup> March 2017 by close of business.**

**No late applications will be considered.**