

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of these posts and persons whose appointment will promote representivity will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered.

- APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or Central Government Offices Building, Corner of Vermeulen (Madiba) and Bosman Streets, Pretoria.
- FOR ATTENTION** : Ms N. Mudau
- CLOSING DATE** : 13 June 2014
- NOTE** : Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. Please forward your application, quoting the relevant reference number, to the address below, People with disabilities are encouraged to apply.

OTHER POSTS

- POST 21/83** : **SENIOR INTERNAL AUDITOR 3 POSTS**
- SALARY** : R227 802 per annum
- CENTRE** : Kimberley Regional Office (2 Posts) Ref. No: 2014/88A
Cape Town Regional Office (1 Post) Ref. No: 2014/88B
- REQUIREMENTS** : A tertiary qualification in Internal Auditing or Financial Accounting and relevant working experience, Knowledge of Standards for Professional Practice of Internal Auditing, Treasury Regulations, the Public Finance Management Act, Institute of Internal Auditors Code of Ethics and Phases of internal audit processes. Skills: Computer literacy, Numeracy, Advanced (verbal and written) communication, Project management, Report writing, Organisation and co-ordination, Dedication, Honesty, Objectivity, Diligence, Avoid conflict of interests in performing duties, Exercise prudence with confidential information, Innovation skills, Adaptability
Creative skills
- DUTIES** : Conduct audit programme steps, Conduct audit fieldwork and collect relevant, sufficient and useful audit evidence, Assess and evaluate audit evidence, Develop audit working papers, Develop audit findings, Undertake the administrative functions of the Regional Internal Audit section •Co-ordinate the administration of the Office, Ensure that there are adequate resources for the Office, Manage office management systems.
- ENQUIRIES** : Ms L.M. Ragolane, tel. (012) 406 1160.
- POST 21/84** : **SENIOR FORENSIC INVESTIGATOR 2 POSTS REF NO: 2014/89**
- SALARY** : R227 802 per annum
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three-year tertiary qualification in Auditing, Accounting and/or Law, Relevant years of experience, A Certificate in Forensic and Investigative Auditing will serve as an advantage. Knowledge: Applicable legal framework and legislation, Departmental business system and processes, Disciplinary code procedures, Understanding of ethical values and behaviour, Good governance, Best practices in the prevention and combating of corruption and unprofessional conduct, Fraud examinations. Skills: Computer literacy, Effective (verbal and written) communication, Planning and organisational, Relationship management, Programme and project management, Interpersonal and diplomacy, Analytical thinking, Problem solving, Decision making, Motivational, Negotiation, Conflict management, Presentation skills. Personal Attributes: Tenacity, Dedication,

Honesty, Exceptional level of integrity, Innovation, Adaptability, Creative skills, Solution orientated - ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hard-working, Highly motivated, Willingness to work irregular and long hours, Expected to work overtime, Must be prepared to disclose their financial interests, Security clearance.

DUTIES

: Effective implementation of forensic operations and projects, Actively conduct forensic investigation projects that are scoped and planned, Gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, Develop an understanding of the procedures and systems of our Clients, Gather factual evidence under instruction to support allegations/suspicions, Gather, capture and sort information with accuracy and efficiency, The effective drafting of finding reports on investigations completed and administrative support, Develop investigation findings and provide draft investigation reports, Provide inputs and a summary of findings to prepare forensic investigation reports containing significant substantiated findings Perform reconciliation of accounting information as per requirements of assignments, Trace flow of transactions through records as per requirements of assignments, Compile, organise, reference and complete audit files, Work effectively within time frames and budget requirements of projects, Conduct research for obtaining required updated technical information, Interact with clients in a professional manner.

ENQUIRIES

: Mr L.M. Mahloko, tel. (012) 406 1060.