

INTERNAL ADVERT

Position: Inspector: Audit Development Programme (ADP)
Department: Education and Transformation
Closing Date: 30 May 2019

REQUIREMENTS

- CA(SA) qualification
- Post qualification experience in auditing/quality reviews.
- Knowledge of HR and Learning and Development practises within an audit firm.

KEY PERFORMANCE AREAS

Mainly responsible for:

- Performing monitoring procedures on firms that register candidates on the ADP.
- Conducting feedback sessions with the firms on the ADP monitoring visits.
- Drafting monitoring reports.
- Managing stakeholder relationships with the firms.
- Drafting guidance documents for the firms with regards to the ADP.
- Managing the website and Flowcentric with regards to the ADP.
- Co-ordinate and manage the review of six-monthly reports.
- Co-ordinate and manage the assessment of portfolios of evidence.
- Assist in the implementation of the IRBA's Transformation Plans.
- Conduct ADP workshops at times.
- Conduct introductory visits to audit firms.

COMPETENCES

- Excellent knowledge and understanding of auditing and the audit environment with specific emphasis on the International Standard on Quality Control (ISQC 1).
- Excellent interpersonal skills and the ability to maintain high levels of confidentiality.
- Ability to cope with conflict and confrontational situations.
- Ability to meet tight deadlines.
- Analytical and problem-solving abilities.
- Good report writing skills and communications skills.

Please note that this job does require travelling outside of Gauteng province.

CV's must be e-mailed to hr@irba.co.za

The IRBA is an employment equity employer. To comply with our equity plans, preference for this position will be given to Coloured ,African, & Disabled candidates. Correspondence will be limited to short listed candidates only. Only candidates who meet the requirements should apply. The IRBA reserves the right not to make an appointment. By applying, the applicant gives permission to the IRBA to perform background, security and reference checks and to verify documents and

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qualifications. Shortlisted candidates may be asked to complete a psychometric assessment before a final appointment is made. As this position is one of trust and honesty and includes the handling of cash and finances, relevant credit checks will be performed on candidates.