



**Position:** Professional Manager  
**Department:** Legal  
**Closing Date:** 6 December 2019

### **JOB PURPOSE**

The main purpose of the job is to assist in executing the decisions of the Disciplinary Advisory Committee to refer cases wherein registered auditors and/or audit firms are alleged to have committed improper conduct. These cases are referred to the Disciplinary Committee for a disciplinary hearing against such registered auditors / audit firms in terms of the Auditing Profession Act 26 of 2005 (APA) and the Disciplinary Rules. This position supports the Disciplinary Committee as the secretariat and in the execution of decisions.

The ancillary purpose of the job is to provide support to the Director: Legal in the execution of the mandate of the legal department or that of the IRBA.

### **REQUIREMENTS**

- LLB Degree
- Admitted Legal Practitioner (Attorney or Advocate)
- A minimum of 5 (five) years litigation experience
- Knowledge and understanding of litigation processes
- Knowledge and understanding of regulatory, administrative, procurement, contractual and commercial law
- Excellent drafting skills
- Knowledge and understanding of the IRBA and its mandate
- Proficiency in MS Office

## **KEY PERFORMANCE AREAS**

- Referral of charges of improper conduct against registered auditors or audit firms to the disciplinary committee.
- Review of charge sheets against evidence files.
- Provision of a merits analysis of the matter(s) referred to the disciplinary committee, inclusive of identification of relevant witnesses and documentary evidence necessary to support the charge(s).
- Preparation of briefs and instructions to legal practitioner firms to act as the pro forma complainant at disciplinary hearings.
- Acting as a pro-forma complainant (prosecuting the charge of behalf of the IRBA) in disciplinary hearings.
- Preparing and issuing or assisting in preparing and issuing all legal documents pursuant to all disciplinary hearings.
- Preparation or assist in the preparation for disciplinary hearings, inclusive of developing a hearing strategy, consultation with witnesses and experts, consultation with the other side, participation in pre-hearing discussion, preparation of witness and expert statements and preparation of bundle of documents .
- Perform or assist in the performance of any other functions related to the disciplinary hearings.
- Assist in managing the effective functioning of the Disciplinary Committee prior to, during and after hearings including providing secretarial support pursuant to hearing the case.
- To assist in executing the decisions and sanctions of the Disciplinary Committee.
- Manage or assist in the management of the litigation process in respect of judicial reviews in the High Court brought against the IRBA.
- Manage or assist in the management of any other litigation instituted by or against the IRBA in any Court or Tribunal.
- Conducting legal research on various legal issues.
- Provision of legal advice or opinions to the IRBA.
- Provision of *ad hoc* contractual support to the IRBA.
- Drafting and submission of reports.
- Assisting in the management of legal fees.
- Provision of any other lawful support to the Director: Legal

## **SKILLS & PERSONAL ATTRIBUTES**

- Deadline driven with high level of accuracy and meticulous attention to detail
- Unquestionable ethics, integrity and commitment
- Excellent presentation skills
- Excellent verbal and written communication in English
- Excellent interpersonal skills
- Ability to work under pressure
- Analytical

**CVs must be e-mailed to [hr@irba.co.za](mailto:hr@irba.co.za). Please include a one page summary demonstrating how your skills and experience will contribute to success in the role and to the IRBA.**

***The IRBA is an employment equity employer. To comply with our equity plans, preference for this position will be given to Coloured ,African, & candidates with disabilities. 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, credit and reference checks and to verify documents and 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.***