

POSITION : **AUDIT OFFICER**

CENTRE : **HEAD OFFICE**

BAND : **C LOWER**

Purpose

The Audit Officer shall assist the Internal Control Manager to ensure that the audit process is conducted and managed.

Requirements

- A 3 (three) year National Diploma or NQF Level 6 in Internal Auditing.
- 2 (two) years related experience in a similar position.
- Registration with Institute of internal auditors
- Valid driver's license.

Key Performance Areas

Audit support:

- Prepare the request for information register for internal audit and Auditor General.
- Follow-up on audit reports to monitor implementation.
- Assist in assets verification during the audit period by external and internal auditors.
- Assist the Internal Control Manager in prepare of PRF (audit readiness file).

Asset and fleet management support:

- Liaise with reserve managers and the regional manager to compare the assets register to ensure that all assets are correctly classified.
- Conduct fleet management controls – checking the petrol use, condition of the cars and misuse report.

Administration support:

- Consolidate responses from management and send to Internal Control and General Ledger.
- Assist in documenting standard operating procedures and system descriptions. Follow up on the generation of purchase orders.

In line with the Employment Equity Policy of the Eastern Cape Parks & Tourism Agency, preference will be given to suitable candidates from the designated groups. (Where applicable).

Closing Date: 18 October 2024.

Please forward your application to:

- 1) recruitment2@ecpta.co.za please specify the position you are applying for.
- 2) Please submit a comprehensive CV. Applications received after the closing date and/or those submitted to an address not listed above will not be considered.
- 3) If you do not receive a response within 30 days, please consider your application as unsuccessful.

The ECPTA reserves the right not to fill any advertised position.

