



## INTERNAL/ EXTERNAL JOB ADVERTISEMENTS

**Free State Provincial Legislature (FSL) invites applications from suitable, qualified and competent candidates for the following vacant position:**

**1. DIRECTORATE: OFFICE OF THE SECRETARY**

**POST: CHIEF AUDIT EXECUTIVE (CAE)**

**SALARY GRADE: 17**

**BASIC SALARY PER ANNUM: R1 232 826 (EXCLUDING BENEFITS - PROVIDENT FUND, HOUSING, MEDICAL AID, CAR ALLOWANCE & 13<sup>TH</sup> CHEQUE)**

**Requirements:** Postgraduate qualification in Accounting, Internal audit and/ or Risk management. Certified Internal Auditor (CIA) or Chartered Accountant. Minimum of 8 years of experience in auditing and 5 years' experience in Management. The candidate should also have knowledge and understanding of audit process and procedures. Registration as a CIA or Chartered Accountant (RSA) and/or any other relevant professional bodies. Completed articles with a registered Audit firm is essential. Knowledge and understanding of project management systema and process. Knowledge of Treasury Regulations, Financial Management of Parliament and Provincial Legislatures Act, (Act no 10 of 2009), Polices and COSO Framework, IIA Standards and Code of Ethics, and Codes of Corporate Governance are essential. Excellent verbal and written communication skills.

**Key responsibilities:** Develop and execute the multi-year strategic plan and annual audit plan, ensuring that all areas of risk are addressed in a timely and effective manner. Supervise/manage internal audit staff and any appointed service provider who perform internal audits based on the risk and internal audit plan as well as reviews work and working papers to ensure sufficient audit evidence and make recommendations where applicable. Identify, understand, and document processes and procedures surrounding

internal controls. Continually monitoring and update the assessment of the control environment, keeping abreast of significant control issues, trends, and developments. Advise on the design of anti-fraud criteria and controls. Research and keep abreast of new audit regulations/trends and audit methodology. Ensure that the Audit Unit has the necessary resources, including staff and budget to function effectively. Review of the final audit file before the submission to the external auditors. Coordinate activities with external auditors to support their audit and review process. Oversee the development and implementation of an effective fraud detection and prevention program.

**SUBMISSION OF APPLICATIONS AND SUPPORTING DOCUMENTATION:**

Kindly note that the submitted applications should include a covering letter, curriculum vitae, original certified copies of qualifications (**a transcript of results must be attached**), driver's license and identity document. Applicants are respectfully informed that if no response/notification of appointment is received within 3 months of the closing date, they must accept that their applications was unsuccessful. The Legislature reserves the right not to make appointments for the advertised position. Candidates that have previously applied are encouraged to re-apply.

All applications must be submitted to- **Ground floor HR dropbox (entrance of the Legislature), Southern Life Plaza Building, 41 Charlotte Maxeke Street, Bloemfontein or be posted to Private Bag X20561, Bloemfontein, 9300.**

**Enquiries: Director Human Resource, Ms D. Tshabalala – Tel 051 407 1232  
Manager Human Resource, Mr B. Sigasa – Tel 051 407 1151**

**Free State Legislature is an employer that believes in equal opportunity and affirmative action. It is the intention of the Legislature to consider equity targets when filling these positions.**

**CLOSING DATE: 05 December 2024**



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**Mr. S. MABALANE**

**ACTING SECRETARY TO THE LEGISLATURE**