



Vacancies

**1. COORDINATOR: AUDIT AND RISK X 2, Ref: CATHS11/2018 (3 months contract),
Salary: R20 283 – R34, 732 cost to company per month.**

Job Purpose: To support and complement the Manager: Audit and Risk to execute and report on operational, financial, regulatory and compliance related audits/reviews of Cathsseta and provide advice on internal controls

Job Requirements: A **Diploma or degree in Internal Audit** or equivalent is a minimum requirement. At least **3 years' internal audit experience**, Completed articles and experience in a **SETA environment is advantageous**.

Competency Requirements: The incumbent should demonstrate capabilities related to; Policy analysis and interpretation, planning and organising, performance management, deadline driven, supplier or customer relationship management, inventory management, attention to detail, conflict management.

Job Responsibilities: Implement and achieve the strategic and annual performance plans relating to the area of responsibility. Align business activities with strategic and operational plans. Assist the Manager: Audit and Risk to plan financial, regulatory, compliance or operational audits, Coordinate the audit process, work with Risk, Legal and Compliance and other control-related activities, Work together with the Manager: Risk and Audit to conduct risk assessments and identify controls in place to mitigate identified risks, Assist in performing audit procedures to verify that controls are operating through monitoring and evaluating of internal controls, Assist the Audit and Risk Manager to identify control gaps and opportunities for improvement, Provide advice on internal control and participates in enhancing internal audit standards and practices within Cathsseta, Give input to the development of the business unit budget and manage allocated funds within the area of responsibility, Work with the Audit and Risk Manager to drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the area of

responsibility. Comply with the legislative requirements, PFMA, Treasury Regulations, BAS, DORA.

Please forward a detailed CV with a signed covering letter indicating the reference number and the position you are applying for to **recruitment1@bloc-placements.com** or **recruitment3@bloc-placements.com** to reach CATHSSETA no later than Sunday, 25th February 2018. Late applications will not be considered. *Note: Should you not hear from CATHSSETA within one month of closing date, please regard your application as unsuccessful. CATHSSETA is an equal opportunity employer, committed to employment equity.*