



Job Profile Chief Audit Executive



JOB INFORMATION SUMMARY	
JOB TITLE:	Chief Audit Executive
REPORTS TO:	Managing Director
PROPOSED PATERSON JOB GRADE:	F - Band
OCCUPATIONAL LEVEL	Executive
FUNCTIONAL AREA:	Internal Audit – Chief Audit Executive
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Pikitup Head Office Johannesburg

ROLE PURPOSE
<p>The purpose of this role is to be responsible for the overall functioning of the Internal Audit Departments so that the audit fulfils the purpose, role and responsibilities as established in the Audit Charter. The operational focuses will be on:</p> <ul style="list-style-type: none"> • The effectiveness and adequacy of controls, risk management and governance processes; • Reliability and integrity of financial and operational information; • Economic application of resources; • Safeguard of the company's assets; • Compliance with laws, regulations, contracts, policies and procedures.

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
a) Strategic Planning	<ul style="list-style-type: none"> • Develop and implement Internal Audit strategic and operational audit plans; • Prepare, monitor and control the annual internal audit departmental budget; • Set up and manage activities of Internal Audit department; • Build a core audit and ensure professional Development of staff; • Develop and implement fraud and IT strategies/tools for Internal Audit; • Develop and implement policies and procedures for effective functioning of Internal Audit. • Ensure that the Internal Audit structure is aligned to the requirement of Pikitup business.
b) Risk Management	<ul style="list-style-type: none"> • Assist management in developing and implementing risk management strategies; • Ensure that Internal Audit strategic plans are aligned to the enterprise wide risk management plan; • Regularly appraise the effectiveness of risk management department of the company.



ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
c) Internal Controls	<ul style="list-style-type: none"> Assist management on the development and implementation of internal controls through regular appraisal of the company activities; Give assurance to senior management and the Board on the adequacy, effectiveness and efficiency of internal controls; Ensure that there is adequate preparation for the external audit and the company has a system to identify and mitigate strategic and operational risk.
d) Governance	<ul style="list-style-type: none"> Report to the Board of Directors, Audit Committee and Management on audit findings and recommendations so that they can determine the appropriate collective plan. Coordinate Internal Audit activities to those of external auditors; Perform critical important governance function; Ensure that Internal Audit reviews that determine whether sufficient governance control exist and are being applied in the organisation in line with the best practice; Maintain best practice in respect of MFMA, KING III and the Companies Act.
e) Transformation	<ul style="list-style-type: none"> Take responsibility for shaping Pikitup operations to realise the vision and strategic direction on a transformed waste management company in line with the City of Johannesburg (CoJ) GDS 2040 goals.
f) HR Management	<ul style="list-style-type: none"> Develop and implement optimal organisational structures; Set human capital targets and manage staffing levels accordingly; Manage Pikitup deliverables; Manage deliverables on direct reports. Conduct quarterly performance reviews respectively; Motivate and coach direct reports; Inform direct reports of organisational development on a regular basis; Identify training needs and implement PDP ON direct reports.

KEY RELATIONSHIP INTERFACES
<p>Internal Key Relationships (to Pikitup):</p> <ul style="list-style-type: none"> Pikitup Board Pikitup MD Pikitup Executives, Senior Managers Pikitup staff particularly large operations team <p>External Relationships (with departments and other key parties):</p> <ul style="list-style-type: none"> CoJ (Shareholder) Government departments Consultants The Office of the Auditor General



Job Specific Requirements

Competencies (Knowledge, skills and attributes)	
Competency / Performance Drivers	Technical / Professional Expertise
<ul style="list-style-type: none"> Strong communication and diplomacy skills are required to guide, influence and convince others. Strong commercial understanding - impact and credibility within all levels of the business and ability to deliver Good analytical skills Formulating Strategy & Concepts Innovation Strong business acumen Adhering to Principles and Values Planning and Organising Deciding and initiation action Delivering Results and Meeting Customer Expectations Relating and Networking Persuading and Influencing Adapting and responding to change Integrity and honesty 	<ul style="list-style-type: none"> Project Management Monitoring and Evaluation Financial management and Budgeting principles Corporate Governance; Advanced systems skills ,excel, MS Project- Technical skills (Auditing and Accounting) Report writing skills Management skills Conflict Management Adequate influencing and collaborative skills Effective presentation at senior level Dynamic and Influential Audit automation and investigation techniques Problem solving
<p>Knowledge: Knowledge of the MFMA, Treasury Regulations and Public Service Regulations; Internal Auditing Standards; the South African Auditing Standards.</p>	<ul style="list-style-type: none"> Knowledge and/or understanding of legislation and regulations relating to municipalities and systems (IDP and GDS)

Qualifications

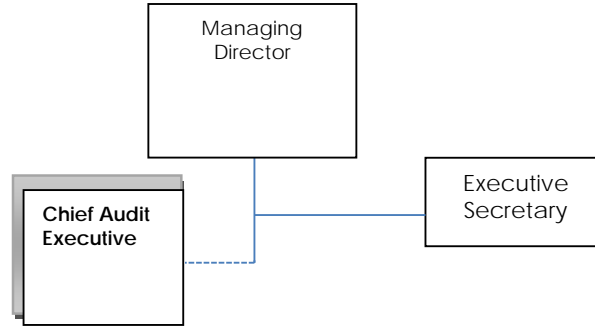
Minimum	Ideal
<ul style="list-style-type: none"> Bachelor of Commerce or equivalent(Hons); Certificate in the Theory of Accounting; Certified Internal Audit (CIA) or Chartered Accountant Member of SAICA 	<ul style="list-style-type: none"> Masters in Commerce MBA

Experience

Minimum	Ideal
<ul style="list-style-type: none"> A minimum of 8 years internal auditing experience, of which 5 years should have been as Head of Internal Audit role or equivalent. 	<ul style="list-style-type: none"> 10 years Internal Auditing Experience, 7 years of which should have as head of internal audit



STRUCTURE



Job profile: Chief Audit Executive



Job profile approved by:

Name (Incumbent)

Signature

Date

Managing Director

Signature

Date