

POST 01/77 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: MISA/ASD-IC/14**

SALARY : R468 459 per annum (Level 09)

CENTRE : MISA Head Office - Centurion

REQUIREMENTS : An appropriate National Diploma or Degree Auditing/Accounting/ Internal Audit/ Risk Management or equivalent relevant qualification at NQF 6 as recognised by SAQA. Minimum 3-5 years' experience of which 2 years should supervisory level in the risk and audit management field. Registration as a Certified Internal Auditor will be an added advantage. Core Competencies: People Management and Empowerment. Programme and Project Management. Risk Management and Internal Control. Change Management. Technical Competencies: Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, General Recognized Accounting Practices (GRAP) and Pastel, VIP & PERSAL. Policy Development. Statistical and Qualitative analysis. Advanced computer proficiency in MS Office. General Ledger reconciliation and analysis. Research and/or audit report writing.

DUTIES : The successful candidate will perform the following duties: Develop, implement and maintain internal control monitoring and evaluation mechanisms. Monitor the performance of internal control activities in compliance with relevant legislations, policies, regulations, framework, standards, guidelines, procedure manuals and delegations of authority. Conduct internal control, financial and related system (e.g., Pastel, VIP, PERSAL and supplier Database) inspections to identify ineffective internal controls in the department. Identify potential financial risks (inclusive of fraud risks) and facilitate management action to mitigate the identified risks. Coordinate the assurance processes (e.g. response to external and internal auditor's queries, management responses) and facilitate the developmental and the implementation of departmental action plans to address the identified control deficiencies. Develop, implement and maintain a financial information retention/ repository system. Review supplier invoices for completeness and compliance. Monitor implementation of all applicable rules and regulations. Develop and maintain formal process for dealing with irregular, unauthorized, fruitless and wasteful expenditure. Conduct assessment and investigation on reported cases of irregular, fruitless and wasteful expenditure.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387

APPLICATIONS : Please forward your application, quoting the relevant reference number, to misa18@tttrecruitment.co.za

POST 01/78 : **DATA TECHNICIAN (ASD LEVEL) REF NO: MISA/DT-ITC/15**

SALARY : R468 459 per annum (Level 09)

CENTRE : MISA Head Office - Centurion

REQUIREMENTS : An appropriate 3 years' National Diploma or Degree in Information Technology/Computer Science or equivalent qualification at NQF level 6 as recognised by SAQA. Minimum 3-5 years' experience of which 2 years should supervisory level in Information Technology, SQL database environment, and applications development/enhancement using Visual Basic and .Net Framework programming language. General Competencies: Applied Strategic Thinking, Problem Solving and Decision Making, Project Management, Developing others, Team leadership, Diversity Management, Communication and Information Management. Technical competencies: In depth knowledge and understanding of: Maintenance and administration of websites, SQL Server; Data Migration Management; Installation and configuring MySQL using Xampp technology; Backup on the database. Ensuring and application of systems security measures.

DUTIES : The successful candidate will perform the following duties: Manage MISA business applications and websites. Provide maintenance and support for bespoke and COTS systems. Estimate database capabilities and development methods for maintenance of database; Review and make recommendations for the current database environments; Design and create new tables and database; Maintain SQL-based reports and combining data from multiple data sources.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387