



**Road Traffic**  
Management Corporation

**Junior Auditor Performance and Operations Audit**

**Ref No. RTMC/ IA: JA: PA0/2022**

**R362 100,00 Per Annum**

**Position: Junior Auditor Performance and Operations Audit**  
**Business Unit: Internal Audit**  
**Location: Eco Park**  
**Job Purpose: The incumbent is responsible for conducting audits, identifying findings, and assisting with the compilation of reports**

**KEY JOB RESPONSIBILITIES:**

- Assist with planning of internal audits in line with Institute of Internal Auditors (IIA) guidelines
- To conduct performance and operations audits, in line with the International Professional Practices Framework (IPPF), relevant methodology, policies and procedures adopted by the RTMC Internal audit function
- Draft informal audit queries and draft audit findings.
- Assist with the compilation of draft audit reports
- Maintain the audit file both electronic and manual (where applicable) formats
- Gather necessary information and audit data in preparation for audit
- Identify, develop and document audit issues
- Apply the principle of professional skepticism throughout the audit process
- Document and communicate audit issues to the Senior Auditor and Manager
- Assist in conducting audit entrance and exit interviews
- Compose summary memos and prepare working papers
- Review, analyse evidence and document processes and procedures where assigned to do so

- Follow up on outstanding tasks and audit issues
- Capture all audit work, audit reports and findings in the standard tool for tracking audit progress and results
- Continuously develop own personal expertise to drive personal growth

#### **QUALIFICATIONS AND EXPERIENCE:**

- Matric (NQF Level 4) as essential
- Relevant NQF level 6 qualification in Internal Auditing or related qualification
- At least two (2) years internal or external audit experience.

#### **KEY KNOWLEDGE, COMPETENCIES AND ATTRIBUTES:**

- Accountability and ethical conduct
- Quality oriented and judgement
- Deadline -oriented and task oriented
- Professionalism and positive attitude
- Flexibility and adaptability
- Must show initiative
- The incumbent should also be familiar with the Code of Conduct of the Institute of Internal Auditors and ensure compliance with this
- Knowledge and understanding of Corporate Governance principles (King III & King IV)

#### **HOW TO APPLY:**

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae
- Applications must be forwarded via email to [OCEOrecruitment@rtmc.co.za](mailto:OCEOrecruitment@rtmc.co.za)

**NB: Persons with disabilities are encouraged to apply.**

**Closing date is the 19 December 2022 at 16:30 pm, and no late applications will be accepted.**

The RTMC reserves the right not to make an appointment. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. If you have not

received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Human Capital at (012) 999 5425

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

02 December 2022