



**Junior Auditor Performance and Operations Audit**

**Ref No. RTMC/ IA: JA: PA0/2025**

**Salary Package: Market Related**

**Position:** Junior Auditor Performance and Operations Audit  
**Business Unit:** Internal Audit  
**Location:** Centurion  
**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 Global Internal Auditing Standards (GIAS), relevant methodology, policies and procedures adopted by the RTMC Internal audit function.
- Assist in conducting audit entrance and exit interviews
- Compose summary memos and prepare working papers
- Review, analyse evidence and document processes and procedures assigned
- 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
- Draft informal audit queries and draft audit findings.
- Assist with the compilation of draft audit reports
- Maintain the audit file on Internal audit's recognized platform.
- Gather necessary information and apply Computer-aided audit techniques to the extent deemed necessary

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- Apply the principle of professional skepticism throughout the audit process
- Document and communicate audit issues to the responsible Senior Auditor and Manager

#### **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 ATTRIBUTES AND COMPETENCIES:**

- Accountability and ethical conduct
- Quality oriented and judgement
- Deadline - oriented and task oriented
- Professionalism and positive attitude
- Flexibility and adaptability
- The incumbent should ensure compliance with the Code of Conduct of the Institute of Internal Auditors, and the Global Internal Audit Standards.
- 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 07 March 2025 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

