

The National Lotteries Commission (NLC), a Scheduled 3A entity in terms of the Public Finance Management Act (PFMA), is a statutory body established in terms of the Lotteries Act (Act 57 of 1997), as amended with the purpose of regulating South African Lotteries and administering the National Lottery Distribution Trust Fund (NLDTF). Suitably qualified prospective candidates who are South African citizens are invited to submit their applications to fill the position listed below. The National Lotteries Commission is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability.

INTERNAL AUDIT & ADVISORY SERVICES DIVISION

REF: HCIAA03

INTERNAL AUDIT SPECIALIST

PURPOSE OF THE JOB

As our Internal Audit Specialist, you will play a pivotal role in assessing the adequacy and effectiveness of financial and operational controls within our organization. Reporting to the Head Internal Audit and Advisory, you'll ensure compliance with corporate governance, the PFMA, and other relevant regulations, while providing valuable insights to stakeholders on the state of our control environment.

SALARY SCALE:

Remuneration package ranges from R700 900 – R1 019 100

REQUIRED QUALIFICATION

- BCom Honours Degree (Internal auditing/Accounting) or equivalent (NQF Level 8)
- Internal Audit Technician (IAT) and Professional Internal Auditor (PIA) programmes and studying towards CIA will be added advantage.
- Member of the Institute of Internal Auditors (IIA)

REQUIRED EXPERIENCE

- Minimum of 5 years' experience in internal and/or external auditing, with at least 2 years at a supervisory level

KEY DELIVERABLES

- Conduct initial meetings with clients to confirm the audit universe and divisional risks.
- Allocate resources and plan engagements as per the Audit Plan
- Supervise and execute audit assignments according to internal audit methodology.
- Review, and track management corrective actions to ensure effectiveness.
- Provide consulting services enhance internal business controls and risk management processes.
- Prepare quarterly reports to the Board Audit and Risk Committee and EXCO.
- Implement and maintain quality assurance processes to ensure that audits are conducted effectively and efficiently.

COMPETENCIES AND SKILLS

- Strong knowledge of International Standards for the Professional Practice of Internal Auditing and relevant regulations.
- Proficiency in internal audit methodologies, accounting, and financial principles.
- Ability to assess and mitigate risks effectively.
- Excellent planning, communication, and problem-solving skills.
- Attention to detail with a focus on ethical judgment and industry knowledge.

REF: HCIAA05

PERFORMANCE AUDIT SPECIALIST

PURPOSE OF THE JOB

Reporting to the Head of Internal Audit and Advisory, you will play a crucial role in conducting comprehensive evaluations of our operations, processes, and systems. Your objective will be to assess efficiency, effectiveness, and economy, identifying areas for enhancement and providing actionable recommendations to achieve our organizational objectives.

SALARY SCALE:

Remuneration package ranges from R700 900 – R1 019 100

REQUIRED QUALIFICATION

- BCom Honours Degree (Internal auditing/Accounting) or equivalent (NQF Level 8)
- Internal Audit Technician (IAT) and Professional Internal Auditor (PIA) programmes and studying towards CIA will be added advantage.
- Member of the Institute of Internal Auditors (IIA)

REQUIRED EXPERIENCE

- Minimum of 5 years' experience in Performance Auditing, with at least 2 years at a supervisory level
- Strong background in conducting performance audits and driving process improvements.

KEY DELIVERABLES

- Conduct initial meetings with clients to define audit objectives and risks, contributing to the development of the Annual Audit Plan.
- Assist in resource allocation and engagement planning to provide stakeholder assurance.
- Plan, supervise, and execute performance audit assignments in alignment with the approved annual internal audit plan.
- Review and track management corrective actions, ensuring timely and effective implementation.
- Provide consulting services to enhance internal controls, governance, and risk management processes.
- Prepare quarterly reports for the Board Audit and Risk Committee and EXCO, highlighting significant observations and recommendations.
- Provide direction, supervision, and feedback to auditors to ensure high-quality work and timely completion.
- Implement and maintain quality assurance processes to ensure that audits are conducted effectively and efficiently.

COMPETENCIES AND SKILLS

- Proficiency in International Standards for the Professional Practice of Internal Auditing, PFMA, and Treasury Regulations.
- Expertise in Performance Audit Methodologies, accounting, and financial principles.
- Strong analytical and data analysis skills, with a focus on risk assessment and problem-solving.
- Excellent communication and interpersonal skills, with the ability to manage conflicts and foster collaboration.
- Attention to detail, ethical judgment, and industry knowledge.
- Proficiency in statistical and quantitative analysis is desirable.

Note: Recommended candidates will be subjected to attend a generic managerial competency-based assessment. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The NLC reserves the right not to fill any advertised position(s).

IMPORTANT NOTICE: APPLICATION INSTRUCTIONS:

- Please clearly indicate the reference number of the position you are applying for in the subject line.
- Only candidates who meet the requirements should apply;
- Correspondence will be entered into with shortlisted candidates only;
- CV's from Recruitment Agencies will not be considered.
- Applications received after the closing date will not be considered.
- Submit your comprehensive C.V with qualifications attached to the following email address:
Recruitment@nlcsa.org.za

CLOSING DATE: 27 MARCH 2024

NLC WELCOMES APPLICANTS WITH DISABILITIES



DISCLAIMER- POPIA

By applying for NLC's vacancy, you expressly give NLC consent to process your personal information stored in our history of all who have applied will be processed in accordance with the Protection of Personal Information Act 4 of 2013 ("POPIA"), the NLC Human Capital Policy/Procedures, the NLC's POPIA Policy and the NLC's Privacy Policy. These documents set out why the NLC needs the personal information, what NLC will do with it, and with whom the NLC will share it. Note that we will not further process the personal information stored automatically in this portal.