

EXTERNAL ADVERTISEMENT

AUDIT, RISK AND GOVERNANCE

REFERENCE	POSITION	No. of VACANCIES AVAILABLE
50003801	Audit, Risk and Governance Compliance Officer	P09 R717 819.00 CTC

Reports to: Director Audit, Risk and Governance

Purpose

Monitor, track and report on progress in the Audit Tracking Report, Strategic Risk Registers and Operational Risk Registers. Promote an effective, efficient and transparent system of internal controls, risk management and governance processes. Initiate and implement fraud risk management awareness initiatives. Assist to develop & implement Business Continuity Management.

Co-ordinate the overall Audit, Risk and Governance functions in collaboration and partnership with Programme Managers, Business Units, Oversight Committees and Political Parties in the Gauteng Provincial Legislature (GPL).

RESPONSIBILITIES

Audit Strategy

- Facilitate, coordinate & report on the progress of the implementation of a comprehensive and effective audit strategy to achieve a clean audit.
- Assist to update the annual Audit Strategy document.
- Provide documented input to monitor & report the % implementation of the Audit Strategy.

External & Internal Audit Facilitation

- Assist with the facilitation of the internal and external audit processes.
- Provide documented input to facilitate & coordinate processing of the AG's information requests.
- Follow up on outstanding information and management comments.

ARG Annual Performance Plan

- ARG Annual Performance Plan (APP) implemented as per set targets.

Risk Management and Governance

- Monitor and oversee Risk Management and Governance processes for GPL.
- Monthly updates and enhancements on the Audit Tracking Report & Operational risk registers.

Inventory Management and anti-fraud and corruption management

- Initiate, coordinate, contribute & execute efforts towards increased levels of inventory management in GPL
- Initiate, coordinate, contribute & execute efforts towards increased levels of anti-fraud & anti-corruption awareness.
- Inventory management or anti-fraud awareness initiative conducted per quarter.

Committee coordination

- Coordinate & assist in facilitating an effective Fraud Prevention, Risk Management & Audit & Risk Committees quarterly.

Internal control, Risk Management & Governance

- Improved system of internal control.
- Initiate quarterly initiatives to improve the control environment.
- Increased risk management & governance awareness levels.
- Assist with quarterly awareness sessions to improve the risk management & governance processes.

Business Continuity Plan

- Assist to review and implement the Business Continuity Plan (BCP).

Policy and Procedures

- Assist in providing a professional service to management in the review or development of quality, relevant policies and procedures for GPL.
- Contribute towards the improvement / development of one (1) policy or procedure per quarter.

Reporting

- Assist in preparing complete, accurate and timeous, monthly and quarterly reports to stakeholders, (i.e. Fraud Prevention Committee, Risk Management Committee, Secretariat & Audit and Risk Committee).

Financial Management

- Contribute towards the effective Financial Management in ARG by spending according to the allocated budget.

Compliance

- Compliance with all relevant Acts and Regulations governing ARG.
- Ensure alignment with Corporate Governance practices and legislative compliance in line with the set target.

Stakeholder Management

- Effective stakeholder management of all relevant stakeholders (IA, AG, ARC, line management, business).
- Service requests resolved within agreed timelines.
- Identify, establish and sustain relationships with relevant stakeholders.
- Develop and implement action plans to address improvement areas from the stakeholder survey.

Implementation of Resolutions

- Provide input into effective implementation of resolutions for RMC, MANCO, EXCO, Advisory Committee, ARC, and other oversight committees, on ARG deliverables.
- Resolutions implemented to satisfaction of stakeholders, on ARG deliverables.
- Report quarterly on the % resolution to RMC, MANCO, EXCO, Advisory Committee and ARC.
- Reports submitted as per set targets and timelines.

Competencies

- Attention to detail
- Analytical and logical
- Work under pressure
- Reliable and dependable
- Initiative/Self-starter
- Confident and discreet
- Resilient
- Assertive
- Planning and Organizing

Knowledge and skills

- Financial Management of Parliament and Provincial Legislatures Act and its Regulations
- KING V
- Protocol on Corporate Governance for the Public Sector
- Treasury Regulations
- Relevant legislation applicable to GPL
- Risk Management Process
- COSO Enterprise Risk Management Framework
- Internal Audit Standards and principles
- Demonstrated good communication, presentation and facilitation skills
- Exposure to the Public Sector and/or Legislature environment
- Exposure to Audit, Risk and Fraud Prevention Committees
- Exposure to Project Management
- Exposure to engaging and dealing with Senior Management.
- Exposure to preparation for Risk Management & Audit Committee meetings.
- Understanding the hotline reporting procedures
- Planning and Organising
- Monitoring and Evaluation
- Stress Management
- Good report writing
- Facilitation
- Networking
- Analytical
- Computer literacy _ proficiency in applicable computer functionality (MS Office etc.)
- Conflict Management
- Strategic Thinking
- Good presentation skills
- Excellent communication skills, written & verbal
- Problem solving skills
- Good listening skills
- Interpersonal skills

Qualification and Experience:

- A Degree/ Diploma in Internal Auditing/Risk Management at (NQF level 7)
- Professional certification in Internal Auditing and/or Risk Management will be an advantage.
- A minimum of 3-5 years' working experience
- A minimum of 2-5 years in Internal Auditing and/or Risk Management with the understanding of Risk Management and Auditing.
- Demonstrated BarnOwl knowledge, or a similar risk management tool, would be

- advantageous.
- Project management experience.

Closing date for applications: 19 June 2026

NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. Potential candidates for the post may be subjected to security vetting and screening by State Security Agency, and appointment to the post be determined based on the results from such screening and vetting. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment. If you do not receive any response from us within six weeks of the closing date, please consider your application as unsuccessful.

To apply for this position, submit your cv to Hrrecruitment1@gpl.gov.za with your certified supporting documents (i.e. ID, certified Copy of qualifications with at least two contactable references).

Always quote the position reference number on the subject line – applications without a position reference number will not be considered.

Applicants must refer inquiries pertaining to the advertisement to Talent Attraction Specialist on the following email: Mtshabadira@gpl.gov.za