

VACANCY BULLETIN: STC 002/2018  
METROPOLITAN TRADING COMPANY



**SHORT TERM CONTRACT EMPLOYMENT - (STC)**

Metro Trading Company has the following short-term contract opportunities for a period **NOT** exceeding six (6) months

The details are as follows:

1. **Department** : Metropolitan Trading Company (MTC)  
**Designation** : Internal Auditor  
**Salary Range** : Market Related  
**Workplace** : Metropolitan Trading Company: Braampark

**Experience/Skills/Educational Requirements**

- Degree/ Diploma / NQF level 7 in Internal Auditing and IAT Qualification
- Qualifications and experience in terms of the minimum competencies prescribed by National Treasury
- At least five (5) years' related experience
- Ability to work under pressure
- Extensive knowledge and understanding of risk, control and auditing methodologies
- Good communication, interpersonal, presentation, and conflict resolution skills
- Must be a member of the institute of the Internal Auditors

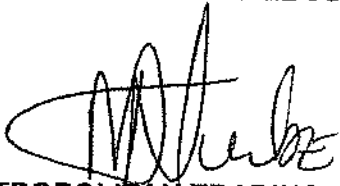
**Job Description:**

- Discuss the audit approach with the departments concerned
- Perform risk assessments for the purpose of the audit plan and make sure that the high risk issues are included in the audit plan
- Research key compliance aspects related to controls, risk, accounting procedures and practices, performance management and loss control for inclusion into the plan and program
- Conduct investigations and implement procedure by analysing records and paper trails, conducting interviews and, testing and/ or verifying information and data
- Implement Audit investigative processes to determine irregularities or non-compliance
- Assist in ensuring that the investigation has prepared comments, opinions and conclusions in respect of the investigation and findings
- Prepare/ review audit finding reports for submission to the Chief Audit Executive
- Report finding of review to the Chief Audit Executive and monitor implementation of recommendations from quality review reports in operations
- Participate in various meetings and provide comments/ opinions pertaining to matters of governance, risk management and internal control processes

A comprehensive CV, certified copies of your Qualifications and certified ID copy should be emailed to [HR@mtc.joburg.org.za](mailto:HR@mtc.joburg.org.za)

PUBLICATION DATE: 22 JUNE 2018

CLOSING DATE: 05 JULY 2018



**METROPOLITAN TRADING COMPANY  
MARIA NONHLANHLA NCUBE  
ACTING: CORPORATE SERVICES EXECUTIVE**