



The Housing Development Agency (HDA) is a national public sector development agency that *inter alia* has the mandate to identify, acquire, prepare and develop suitable land for human settlements. The agency also undertakes the programme and project management for development of housing and human settlements. The HDA carries out its functions in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers and financiers. Established in 2009, the Agency was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

Follow us on Twitter @The_HDA and on Facebook: TheHDA.

The HDA has the following **five year fixed-term contract** position:

MANAGER: AUDIT AND RISK

REPORTING LINE: CHIEF EXECUTIVE OFFICER

Ref: HDA MA&R/2020

Main Purpose: To provide strategic direction and manage the development and implementation of the Audit Management framework. To monitor compliance with statutory requirements, policies and procedures in line with (International Standards for the Professional Practice of Internal Auditing (IIA) Standards and the HDA's policies and procedures.

Key Performance Areas:

1. Strategic management:

- Develop and maintain internal audit policies and procedures in compliance with relevant legislation and standards
- Develop and maintain a strategic and operational risk-based audit plan framework
- Develop an engagement plan in line with IIA standards and the HDA's Internal Audit policies
- Participate in the strategic planning of the HDA
- Contribute to the overall effective functioning of the HDA
- Develop a plan to operationalise the unit's strategic performance targets

2. Internal audit:

- Develop and maintain the internal audit charter
- Consider input from Board and Management and develop an internal audit plan
- Liaise with and manage the internal audit resources in line with the audit plan
- Develop audit tools and frameworks, check alignment with good practice and implement within the HDA
- Track and report on internal and external audit progress and findings
- Conduct priority / sensitive internal audits and make recommendations for corrective action
- Analyse internal and external audit findings to address audit trends and patterns
- Collate information to prepare and submit Board Audit Committee report

3. Audit review and reporting

- Manage and review the internal and external audit engagement outcome in respect of; objectives, quality, completeness and feedback, in accordance with IA standards, policies and procedures
- Ensure the final audit report is timeously completed, signed-off and submitted to stakeholders
- Ensure that the audit process is comprehensively evaluated in order to produce quarterly reports internal audit reports to Audit Committee and stakeholders
- Prepare the quarterly dashboards reports to the Audit and Risk Committee, AGSA
- Draft risk reports for presentation and adoption by the Risk and Audit Committee, EXCO
- Attend the Risk and Audit committee meetings, provide inputs on the improvements of controls and risks mitigations within the organization
- Report on the performance / achievements of risk and compliance management
- Report on progress towards implementation of audit finding recommendation

4. Audit committee support

- Coordinate the activities of the Audit Committee and perform secretariat function
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- Produce reports on the annual IA Plan, amendments, significant findings and recommendations
- Report on internal audit activities and ensure the effective coordination thereof
- Coordinate the audit activities of other assurance providers through the agreement of a time bound combined assurance model, including; internal and external audit, risk management, forensics and compliance functions
- Collate information to prepare and submit Board Audit Committee report

5. Compliance management:

- Develop and implement a quality assurance and improvement programme
- Ensure that the implementation of the quality assurance and improvement programme is rolled out in line with internal audit standards
- Manage implementation of work within established policies, systems, procedures, processes and practices
- Provide advice and assistance to others in order to ensure their compliance with policy and governance procedures
- Identify areas of non-compliance and implement corrective action
- Develop the compliance management framework and conduct audits on compliance
- Develop, monitor and maintain compliance registers
- Develop and implement compliance management procedures and monitoring mechanisms
- Manage implementation of work within established policies, systems, procedures, processes and practices
- Identify areas of non-compliance and implement corrective action
- Train staff on compliance matters
- Ensure efficiency and economy of operations and avoidance of fruitless and wasteful expenditure, including assisting the SCM Manager with deviations
- Provide advice and assistance to others in order to ensure their compliance with policy and governance procedures

6. Governance and administration:

- Ensure good governance and compliance with risk and audit matters, as well as legislative requirements.
- Review annual audit management letter and internal audit reports and act on any findings

- Identify and train all personnel on Risk Management and related policies and plans
- Assistance with Review and Redress of Hotline Complaints
- Prevention of Fraud and Corruption
- Monitor the policy developments and requirements from the Sector, Auditor General and National Treasury that govern Risk Management policies and procedures to ensure that they are up-to-date and efficient

7. Risk management and internal controls:

- Manage good governance and compliance within the HDA Risk Management policy and procedures
- Responsible for the identification, implementation, evaluation, measurement and management of the HDA strategic and operational risk management profile
- Develop the strategic and operational risk assessment on business unit operations for the organisation
- Ensure regular monitoring on the implementation of mitigation measures and implementation of action plans derived from audit finding recommendations and other reports
- Assist the organization with monitoring and rollout of fraud prevention mechanisms
- Provide continuous support to Business Units on risk and internal control related matters
- Promote and institutionalize risk awareness culture and compliance in the organisation
- Coordinate the implementation of audit finding recommendations to mitigate identified risks as per respective department's risk register
- Implement risk management business continuity in the organisation
- Develop the fraud risk register that includes mitigation measures

Requirements

- BCom degree in Auditing, Finance Management or similar is required
- At least ten (10) experience including at least five (5) years in a senior management position managing Audit
- Knowledge of legislative and regulatory framework
- Knowledge of Public Finance and Management Act (PFMA), Treasury regulations and guidelines
- Knowledge of National Treasury Internal Audit Framework
- Knowledge and understanding of internal audit principles and practices
- Knowledge of King Report (ii and iii) on Corporate Governance

Please forward a relevant CV (Clearly marked with the reference number of the position) in a Microsoft Word format to response6@pinpointone.co.za.

Closing date for applications is 21 June 2020.

For enquires please contact Lucia Mabasa on 011 325 5101

Conditions of service:

The HDA is an equal opportunity employer • Appointments will be made in accordance with the HDA Employment Equity policy • The HDA reserves the right not to make an appointment.

Please do not send certificates, diplomas or testimonials. We thank all applicants for their interest. Communication will be conducted with short-listed applicants only.
