**Position: Professional Manager Accreditation and Monitoring**

**Department: Education and Transformation (ET)**

**Closing Date: 30 September 2016**

**REQUIREMENTS**

* CA(SA)
* Strong administrative competencies
* Excellent people skills
* Excellent communication skills (verbal and written)
* Strong management and leadership competencies
* Excellent planning and organizing competencies
* Strong problem solving and analysis competencies
* Research competencies

**KEY PERFORMANCE AREAS**

To manage and take responsibility for the following:

* Accreditation of Professional Bodies;
* Monitoring of Accredited Professional Bodies;
* Compliance with the Continuing Professional Development (CPD) policy;
* Approval and registration of Training Contracts; and
* Conduct/co-ordinate research into any aspects relating to the projects above.
* Assist with the implementation of the Audit Development Programme (ADP)

In order to:

* Accredit Professional Bodies that meet the requirements of the Accreditation Model;
* Ensure that Accredited Professional Bodies continue to meet the requirements of the Accreditation Model;
* Ensure that all Registered Auditors (RAs) remain compliant with the requirements of the CPD policy;
* Ensure accurate and timeous approval and registration of Training Contracts;
* Ensure that the IRBA’s monitoring and accreditation practices are internationally comparable and represent international best practice; and
* Assist the firms in the creation of appropriate policies and procedures to implement the ADP.

**SKILLS & PERSONAL ATTRIBUTES**

* Creativity and innovation
* Education background
* Regulatory environment experience

**CVs must be e-mailed to** [hr@irba.co.za](mailto:lvenables@irba.co.za)

***In compliance with the IRBA’s employment equity plans, first preference will be given to candidates from designated groups (Africans, Indians, Coloureds and females). Correspondence will be limited to short listed candidates only. By applying, the applicant gives permission to the IRBA to perform background, security and reference checks and to verify documents and qualifications. The IRBA reserves the right to not make any appointment to the above position.***