

JOB ADVERT

Position:	Administrator: Reportable Irregularities
Department:	Legal
Contract Type	Fixed Term Contract (4 months)
Closing Date:	2 April 2025

1. **JOB PURPOSE**

This position reports to the Professional Manager: Reportable Irregularities (RI), requires strong administrative and compliance monitoring skills.

The main responsibilities include:

- a) Administering the RI process and maintaining the RI database.
- b) Assisting in establishing and maintaining timely communication with Registered Auditors, the public, and relevant Regulators.
- c) Supporting the review of the quality of work performed by the Assistant RI Administrator.
- d) Providing input on the efficiency of the FlowCentric system and assisting in implementing changes to the system and the overall RI process.

2. **KEY PERFORMANCE AREAS**

Administration of the RI Process:

- a) Administer and maintain the RI database.
- b) Assist in tracking and following up on RI reports.
- c) Ensure accuracy and timeliness in the processing of all reportable irregularities.

Communication and Stakeholder Management:

- a) Assist with establishing and maintaining communication with Registered Auditors, the public, and Regulators.
- b) Ensure consistent, timely communication with stakeholders involved in the RI process.

Quality Control and System Efficiency:

- a) Review the quality of work performed by the Assistant RI Administrator and provide guidance.
- b) Offer suggestions and assist in implementing system improvements in FlowCentric and the RI process.

General Administrative Support:

- a) Support ad-hoc administrative tasks as required by the department.
- b) Ensure the smooth flow of information and documentation related to the RI process.

2. KNOWLEDGE, EXPERIENCE AND ATTRIBUTES

2.1. Qualifications and Previous work experience

- a) Grade 12 or higher.
- b) Completion of a course in Office Administration or a similar tertiary qualification is advantageous.
- c) Basic knowledge of the Auditing Profession Act of 2005 is advantageous.
- d) Minimum of 5 years of relevant work experience, with experience in:
 - Internal and/or external compliance monitoring
 - General office administration
 - Client services or related activities

2.2. Attributes

The following attributes are required of the incumbent:

- a) Excellent telephone etiquette.
- b) Ability to work under pressure with a high degree of accuracy.
- c) Strong interpersonal skills with a professional attitude.
- d) Good presentation skills.
- e) Superior organisational and problem-solving abilities.
- f) Reliable, hardworking, and confident nature.
- g) Ability to maintain confidentiality and show discretion.

3. HOW TO APPLY

CVs must be e-mailed to hr@irba.co.za by the closing date.

The IRBA is an employment equity employer. Correspondence will be limited to short listed candidates only. Only candidates who meet the requirements should apply. The IRBA reserves the right not to make an appointment. By applying, the applicant gives permission to the IRBA to perform background, security, credit and reference checks and to verify documents and qualifications. Shortlisted candidates will be asked to complete a psychometric assessment before a final appointment is made.

In order to consider any application for employment, we will have to process your personal information. The Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to the above right, the IRBA is under a duty to provide you with various details pertaining to the processing of any applicants' or their representatives' personal information. These details are housed under the HR Processing Notice, which can be accessed

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