

Position: Technical Assistant
Department: Standards
Position Type: Temporary (5 month contract)

QUALIFICATIONS AND EXPERIENCE

- CA(SA) with 1-year post articles experience.
- Experience in private sector and/or public sector clients during articles.
- Working knowledge of auditing and ethics standards.
- Good knowledge of legislation affecting auditors.
- Good people skills and ability to communicate effectively, both verbally and in writing.

ATTRIBUTES

- Commitment to the public interest.
- A team player. Prepared to and happy to help and assist as the need arises.
- Keen interest in and understanding of technical issues related to auditors.
- Interest in working and learning in a technical environment.
- Good project management skills with the ability to administer a number of projects concurrently and to appropriately prioritise these projects.
- Proficiency in Microsoft Word.
- Attention to detail, especially spelling and grammar.
- Technologically enthusiastic and capable.
- Good facilitation, negotiation and organisational skills.
- Assertive, yet open minded and consultative.
- Good research skills.
- Excellent attention to detail.
- Analytically strong.
- Ability to work under pressure without compromising quality of work.
- Ability to concentrate and to work unsupervised.

- Experience outside South Africa, especially with foreign entities and other reporting or legal frameworks would be desirable.

JOB REQUIREMENTS

- To support the Senior Professional Manager and the Professional Managers with management of Standards Department projects, committees and task groups, and assist with preparation of minutes and coordination of committee meetings.
- To assist with research into technical aspects and analysis of information for projects allocated.
- To keep up to date with new developments in relevant auditing, assurance and ethics standards and legislation.
- To assist with preparation of comments on proposed local and international standards, consultation papers and draft legislation.
- To assist with internal management reporting requirements.

CV's must be e-mailed to hr@irba.co.za

The IRBA is an employment equity employer. To comply with our equity plans, preference for this position will be given to African, Indian & candidates with disabilities. 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 may be asked to complete a psychometric assessment before a final appointment is made. As this position is one of trust and honesty and includes the handling of cash and finances, relevant credit checks will be performed on candidates.

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 and viewed on the IRBA website: <https://www.irba.co.za/library/popi-act> which HR Processing Notice we request you kindly download and read prior to responding to this Job Advert.