

ADVERT

Position: Professional Manager: Transformation

Department: Education and Transformation (ET)

Closing Date: 5 July 2024

Contract Type: Fixed Term Contract (6 months)

JOB PURPOSE

The main purpose of the job is to ensure the successful implementation of the IRBA's strategic objective to facilitate transformation of the auditing profession across the RA pipeline, leading the IRBA's competency framework review project to ensure that the competency framework is fit for purpose, providing technical and strategic input on the accreditation and monitoring processes, and managing stakeholder relationships across all projects.

JOB RESPONSIBILITIES

1. Transformation

- Manage the implementation of IRBA's transformation workplan, activities, projects.
- Manage all components of the RA pipeline (i.e. Students, Trainees at audit firms, managers at audit firms, Registered Candidate Auditors and Registered Auditors).
- Manage, commission and/or carry out research, monitoring and analysis into issues impacting transformation at each stage of the RA pipeline.
- Manage and delegate activities related to events, prize-givings, conferences, career fairs.
- Active establishment, maintenance, and management of stakeholder relationships with appropriate leadership of key stakeholders on transformation matters. These stakeholders include ABASA; FASSET; accredited Universities, auditing firms and professional bodies.
- Formulation and management of the transformation budget.
- Reporting on transformation to IRBA statutory committees and sub-committees.

2. Competency Framework Review Project

- Manage the competency framework development service provider according to the agreed project plan.
- Manage the work of the competency framework task team including secretariat functions, preparation of papers and packs and delegation of tasks.
- Collaboration with cross-functional IRBA staff on elements of the framework.
- Management of relevant stakeholder relationships, including internal and external stakeholders and regulators e.g. Fasset, SAQA, QCTO.
- Remain abreast of developments in the profession that may impact the competencies required of RAs.

- Reporting on the project to IRBA Statutory Committees and sub-committees.

3. Education and Training Committee

- Management of the overall Secretariat responsibilities relating to the Committee.
- Set up new Education, growth and transformation working group to advise on the EDCOM and ET's next 5 year education strategy.
- Delegation of tasks to relevant ET team members, task teams and working groups.
- Providing guidance, direction and where necessary supervision to ET team members executing on Secretariat activities.
- Leading EDCOM pre-meetings with the Chairperson of the Committee.
- Supporting the Director: ET on matters relating to the EDCOM as required.

4. Accreditation and Monitoring of professional bodies

- Providing technical and strategic input on the accreditation and monitoring processes for current and new accredited professional bodies.
- *Accreditation:* Providing technical commentary and analysis on the accreditation application submitted by a professional body against the requirements of the Accreditation Model.
- *Monitoring:* Providing technical commentary and analysis on the monitoring reports submitted by the professional body for standards and indicators related to transformation.
- Attending and participating in monitoring sub-committee meetings.

5. Risk Management

- ET representative on the (internal) Risk Management Champions Committee.
- Remaining abreast of key ET risks across all ET functions and reporting these to the Risk Management Champions Committee.
- Managing the departments risk register and related processes.
- Collaborating with the RMCC in developing and recommending updates to the IRBA's risk register.
- Executing on the IRBA's risk management process, policies and procedures.
- Developing and maintaining knowledge of the risk management discipline and related practices.

SCOPE AND IMPACT

- **Financial:** Accountable for departmental financial reporting and budget (approximately R12m income and R12m expenditure budget). Responsible expenses relating to accreditation and monitoring, competency framework development, training contracts.
- **People:** Manage, influence, direct, and build relationships with internal and external stakeholders. Ensure sustainable, productive relationships with internal teams, pipeline stakeholders across all levels (students, academic, audit firms) and accredited professional bodies and other relevant stakeholders.
- **Information Systems:** Ensure relevant information is managed and stored effectively. Adapt workflow processes to accommodate current projects and necessary changes, including participating in IRBA's digital transformation project.
- **Support:** Provide support to the Director: ET, ET department and other departments as necessary.
- **Reporting:** Prepare and evaluate reports related to accreditation and monitoring, management accounts, and training contracts. This includes sourcing information from various sources, and collating reports for committees, up to board level.

PRINCIPAL ACCOUNTABILITIES

- **Finance:** Manage ET department budget, assist Director to remain within 5% of annual budget, and ensure compliance with PFMA and SCM.
- **Internal Process:** Ensure effective project management processes for competency framework service provider, management processes for accreditation and monitoring, manage training contracts, and ensure accurate and timeous reporting.
- **Resource Management:** Manage service providers, subordinate staff, communicate professionally and clearly, and ensure appropriate performance from ET staff.
- **Communication:** Communicate professionally, timely, and accurately with Director and relevant IRBA staff members and committees.

QUALIFICATIONS AND EXPERIENCE

- Post-graduate qualification
- Strategic, leadership level qualifications and/courses
- Professional body experience (working at and/or with a professional body/statutory body in the education space)
- Report collation and writing.
- Stakeholder management experience (multiple levels)
- Research experience.
- Education background
- Strong project management experience.

SKILLS & PERSONAL ATTRIBUTES

- Creativity and innovation
- Excellent communication skills (verbal and written)
- Excellent planning and organising skills.
- Strong problem-solving and analysis competencies
- Strong management and leadership competencies
- A team player, with a positive attitude and strong work ethic
- Excellent verbal and written communication in English
- Excellent interpersonal skills.
- Ability to work under pressure, independently and as part of a team.
- Ability to work with relevant tools, technology, IT systems, AI etc.

CVs must be e-mailed to hr@irba.co.za.

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 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.