

ADVERT: SAIGA AUDIT AND RISK COMMITTEE MEMBER

Position: Audit and Risk Committee Member

Committee Name: Audit and Risk Committee (ARC)

Closing Date: 23 March 2026

Term: 3 -Year Term

The Southern African Institute of Government Auditors (SAIGA), a distinguished professional body dedicated to advancing the public sector auditing and accounting profession, invites applications from suitably qualified individuals to serve on its Audit and Risk Committee.

The Southern African Institute of Government Auditors (SAIGA) is calling upon interested applicants to apply to serve in the SAIGA Audit and Risk Committee. Appointed candidates will be remunerated for attending meetings at a rate approved by the SAIGA Council and where applicable be reimbursed for travel costs incurred to attend meetings or other SAIGA Audit & Risk Committee activities.

B: REQUIREMENTS

1. The members of the Committee must possess a minimum of an NQF Level 8 degree in Accounting, Auditing, Finance, Risk Management, Information Technology, Corporate Governance, Law, or Public Administration.
2. A Postgraduate qualification in Accounting, Auditing, Risk, Governance, Information Technology, or Compliance is advantageous.
3. A minimum of 10 years' experience in auditing, risk or accounting.

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Postal Address

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4. Experience serving on executive, senior management, governance, or board-level committees must be over 5 years.
5. The Committee must have the necessary knowledge, skills, experience, and capacity to fulfil its duties in the following fields:
 - 5.1 Human Resource management and Labour relations
 - 5.2 Performance Management
 - 5.3 Ethics and fraud prevention
 - 5.4 Regulatory compliance
 - 5.5 Risk management
 - 5.6 Information Technology
 - 5.7 Corporate governance.
 - 5.8 Internal audit and internal controls.
 - 5.9 External audit oversight.
 - 5.10 Knowledge of legislative prescripts impacting professional bodies and institutions working in the education and training sphere.
6. The members of the Committee need to possess a professional designation in auditing, risk or accounting fields and must be a member-in-good standing with their professional bodies.
7. Registration as a Registered Government Auditor (RGA), or possession of an equivalent professional qualification, will be considered an advantage.

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C: ROLE, DUTIES, RESPONSIBILITIES AND OBJECTIVES OF THE NOMINATIONS AND REMUNERATIONS COMMITTEE

The Audit and Risk Committee shall assist SAIGA Council with:

8. Oversight of Financial Reporting and Internal Control Governance

8.1 Financial Reporting Oversight

Provide independent oversight of the Institute's financial reporting processes, ensuring that internal controls over financial reporting are robust, reliable, and aligned with recognized governance and assurance standards.

8.2 Annual Financial Statement Review

Examine the Institute's annual financial statements to confirm that they are complete, accurate, consistent with all information available to the Committee, and prepared in line with IFRS for SMEs. Assess the appropriateness of accounting policies and estimates.

8.3 Evaluation of the Finance Function

Assess and provide an informed opinion on the adequacy, capability, and operational effectiveness of the Institute's finance function, including its capacity to support sound financial management and organisational sustainability.

9. Corporate Governance

Ensuring that the organization is managed ethically, transparently, and in compliance with governance frameworks by:

9.1 Monitoring governance practices.

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9.2 Ensuring oversight structures are effective.

9.3 Advising the Council on governance risks.

10. Risk Management and Combined Assurance Oversight

Obtaining reasonable assurance with respect to the Institute's risk management practices by:

10.1 Quarterly Review of Risk Profile

Conduct quarterly evaluations of the Institute's risk profile to ensure that emerging, strategic, operational, and compliance risks are accurately identified, assessed, and monitored.

10.2 Oversight of Significant Risk Exposures

Provide independent oversight of major risk exposures, including fraud risks, governance weaknesses, internal control deficiencies, and any other matters referred by Council or management for ARC consideration.

10.3 Combined Assurance Oversight

Assess the adequacy and effectiveness of the combined assurance model to ensure that assurance activities across internal audit, external audit, management, and other assurance providers are appropriately coordinated and effective.

10.4 Evaluation of Risk Management Processes

Review and advise on the Institute's risk management framework, including processes, structures, and controls established to ensure that SAIGA operates ethically, efficiently, and in alignment with its strategic objectives.

10.5 Review and Approval of the Risk Register

Review, challenge, and approve the Institute's risk register, ensuring regular

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updates and alignment with organisational priorities and changes in the operating environment.

10.6 Oversight of Fraud, Control, and Performance Information Processes

Review, advise on, and approve key processes related to fraud prevention and detection, internal control mechanisms, and performance information management to ensure reliability, transparency, and accountability.

11. Fraud Risk Management and Assurance Oversight

11.1 Fraud Prevention and Detection Oversight

- Provide oversight of the Institute's arrangements for the prevention and deterrence of fraud, ensuring policies, procedures, and controls are robust and consistently applied.
- Challenge management, internal audit, and external auditors to confirm that effective anti-fraud programmes and controls are in place, including mechanisms to identify potential fraud and to conduct thorough investigations where fraud is detected.

11.2 Oversight of Internal Controls and Assurance Mechanisms

- Obtain reasonable assurance regarding the adequacy and effectiveness of the Institute's internal control environment across governance, operations, and information systems.
- Consider the effectiveness of the Institute's overall control framework, including information technology security, systems controls, and related risk-mitigation measures.
- Review and provide guidance on the Institute's control systems to ensure transparency, accountability, and operational integrity.

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- Receive and evaluate reports from internal and external providers of financial, operational, and internal control assurance, focusing on matters of significance and emerging risks.

11.3 External Audit Oversight

- Obtain assurance regarding the work of the external auditors by engaging with them during key phases of the audit, including planning, presentation of the annual financial statements, and discussion of audit outcomes and recommendations.
- Review and provide input on the external auditors' proposed audit scope and methodology, ensuring proper coordination with other assurance activities under the combined assurance model.
- Obtain annual statements from the external auditors on their independence, including disclosure of any non-audit services rendered, and discuss these to confirm the integrity and objectivity of the audit process.
- Participate in scheduled private meetings with external auditors to discuss sensitive or critical matters without management present.
- Monitor management's implementation of audit action plans to ensure timely resolution of audit findings.
- Provide oversight of the audit of the Institute's annual financial statements, including monitoring progress on the implementation of audit-related resolutions and recommendations.

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12. Compliance, Monitoring and Performance Oversight

12.1 Compliance Monitoring and Review

Assess the effectiveness of the Institute's systems for monitoring compliance with applicable laws, regulations, and internal policies, including reviewing management's investigations, follow-up actions, and disciplinary measures arising from instances of non-compliance.

12.2 Review of Assurance Providers Findings

Consider and evaluate the observations, conclusions, and findings presented by internal and external auditors, ensuring that significant issues are addressed and corrective actions are implemented.

12.3 Ethics and Conduct Oversight

Receive regular updates from management on compliance matters, including emerging risks, incidents, and the status of remedial actions.

12.4 Performance Information Oversight

Monitor and review performance information submitted by EXCO to ensure alignment with Council approved performance targets and strategic objectives.

12.5 Evaluation of Performance Information Systems

Assess the adequacy and functionality of the Institute's performance information systems, including compliance with applicable legislation and regulatory requirements. Evaluate the reliability and credibility of performance measures against key indicators and advise Council accordingly.

12.6 Review of Compliance Frameworks

Review and provide guidance on the Institute's systems, policies, procedures, trends, and practices designed to ensure compliance with legal, regulatory,

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policy, and ethical standards, and advise on measures to address any identified legal or ethical breaches.

D: COMPETENCIES AND PERSONAL ATTRIBUTES

- Financial Reporting & Internal Control Expertise
- Auditing (internal or external)
- Regulatory compliance
- Governance & Assurance Competence
- Risk Management Expertise
- Fraud Risk Management
- Sound Judgment and Emotional Intelligence
- Strong Communication and Interpersonal Skills
- Objectivity and Professional Skepticism

E: Submission Requirements

Interested candidates must submit

- A detailed Curriculum Vitae (CV) highlighting relevant experience.
- Certified copies of qualifications.
- Proof of professional memberships.
- A brief proposal or quotation outlining:
 - Proposed remuneration or meeting fee structure
 - Availability and commitment
 - Relevant audit committee or governance experience.
- Contact details of at least two references relating to serving in committees.

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Applications must be e-mailed to: careers@saiga.org.za on or before 23 March 2026 and should be addressed with your CV and cover letter indicating your areas of expertise. Should you not receive feedback by 23 June 2026, consider your application unsuccessful.

For further enquiries, please contact Ms. Sinegugu Ngema or Ms Xoliswa Mbambo at 012 004 0741.

SAIGA is an equal opportunity employer and therefore preference will be given to candidates who will add value to the diversity of SAIGA. Correspondence will be limited to shortlisted candidates only. Only candidates who meet the requirements should apply. SAIGA reserves the right not to make an appointment. By applying, the applicant gives SAIGA permission to perform background, security, and employment reference checks and to verify documents and qualifications.

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