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## Internal Audit and Procurement Officer

<b>Reporting to</b>	ED Manager
<b>Department</b>	Community
<b>Job Location</b>	Springbok
<b>Travel Required</b>	Minimal, some local/ national travel
<p><b>Company Overview:</b>  Kangnas Wind Farm, situated outside of Springbok, in the Northern Cape's Nama Khoi Municipal area, commenced operations during November 2020. The wind farm delivers 140MW's of clean renewable power from its sixty-one wind turbines.</p> <p>This project is beneficial in addressing the ongoing and increasing need for clean electricity in South Africa, and also positively impacts the country's economy and people, with a particular focus on communities within a 50km radius of the wind farm.</p> <p>Kangnas Wind Farm generates around 513 200 MWh/year of clean renewable energy per year. This is enough clean, green electricity to power up to 154 625 South African homes.</p> <p>Kangnas Wind Farm eliminates approximately 550,000 tonnes of carbon emissions each year when compared to traditional fossil fuel power plants. In addition to zero carbon emissions and reduced use of fossil fuels, the country benefits from almost zero water consumption that is required during the generation process.</p>	
<p><b>Summary of Role:</b>  The <b>Internal Audit and Procurement Officer</b> will provide full support to the ED Manager in all aspects of Auditing and procurement of Economic and Socio-Economic Projects of the wind farm.</p>	
<p><b>What you will do?</b></p> <ul style="list-style-type: none"> <li>• Procurement: <ul style="list-style-type: none"> <li>- Ensure that approved procurement processes and principles are followed before implementing EnD and SED projects</li> <li>- Assist ED Managers in drafting Scope of works for Request for Proposals (RFP)</li> <li>- Assist the ED Manager with the drafting of contracts for Service Providers and Suppliers</li> <li>- Assist ED Managers to manage suppliers according to the company requirements (poor performance, compliance, dispute resolution etc.)</li> <li>- Loading of approved procurement documentation on Sharepoint</li> </ul> </li> <li>• Internal Auditing <ul style="list-style-type: none"> <li>- Ensure that EnD and SED spend is monitored on a monthly basis</li> <li>- Ensure that audits are conducted on the internal company electronic system;</li> </ul> </li> </ul>	

- Manage Annual Audits
- Ensuring Employment and Procurement information correctly loaded on the internal electronic system
- Identify and assess areas of significant business risk.
- Manage resources and audit assignments.
- Liaise with Contractors in relation to Annual Audits

**What we require?**

- A completed Financial/Management Accounting/Internal Auditing/Procurement (Certificate/ Diploma/ National Diploma)
- Two years of work experience in an internal audit environment.
- Exceptional accounting skills.
- Advance Ms Excel skills
- Analytical thinker with strong conceptual and problem-solving skills.
- Meticulous attention to detail with the ability to multi-task.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.
- Ability to manage your own time effectively to deliver an excellent service to the team
- High integrity, professionalism and the ability to maintain absolute confidentiality
- Excellent written and spoken English. Communication skills in any other South African language/s would be advantageous.
- Understanding of POPIA highly advantageous.

**What we offer**

We offer you the opportunity to work in a dynamic and entrepreneurial organisation, in a growing market in a fast-paced industry. You will receive a very competitive total benefits package including an excellent base salary and bonus scheme.

**Closing date: Friday 30 April 2021**

Please email your application to [africacareers@mainstreamrp.com](mailto:africacareers@mainstreamrp.com)