



<b>INTERNAL / EXTERNAL ADVERTISEMENT</b> <b>DIVISION: INTERNAL AUDIT</b> <b>22 October 2021</b>		
<b>REFERENCE NUMBER</b>	<b>POSITION: PERMANENT</b>	<b>NUMBER OF VACANCIES AVAILABLE</b>
<b>IA: 35/2021</b>	<b>MANAGER: INTERNAL AUDIT</b>  <b>ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM)</b>  <b>R596 754.00 – R954 806.00</b>	<b>1</b>

MICT SETA seeks to employ a suitably qualified and competent **Manager: Internal Audit**, whose primary role will be to contribute to the development and implementation of strategic and operational plans related to Internal Audit's vision, mission, overall goals and objectives. The Internal Audit Manager is responsible for the development, implementation, and execution of the audit plan, monitoring compliance, preparing, presenting audit findings and recommendations. The incumbent will assure compliance to statutory/regulatory requirements policies and procedures.

The successful incumbent will be based at Midrand Head-Office and will functionally report directly to the **Audit Committee and administratively to the Chief Executive Officer**.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

#### **MINIMUM REQUIREMENTS:**

- B Com in Internal Auditing, Accounting, Finance or related field of study
- B Com Honours in Internal Auditing, Accounting, Finance, or equivalent will be an added advantage
- 6 to 10 years of Internal Audit/Auditing experience, of which a minimum of 5 years should be at management level/experience
- Completed Internal Auditing / Auditing articles
- Post articles experience in public sector would be an advantage
- Chartered Accountant/Certified Internal Auditor
- Proof of active registration with the Institute of Internal Auditors South Africa/South African Institute of Chartered Accountants
- Certified Information Systems Auditor will be an added advantage
- Knowledge of the PFMA, Treasury Regulations and Public Service Regulations
- Knowledge of Internal Auditing / Auditing Standards
- Thorough knowledge of GRAP
- Experience in the SETA environment will be an added advantage

## TECHNICAL COMPETENCIES

- Auditing and Accounting
- Project management
- Time management
- Detail-orientated
- Presentation and Facilitation skills
- Risk management
- People management
- Reporting

## ROLES AND RESPONSIBILITIES

### Internal Audit Operations

- Develop the Three-year Rolling Internal Audit Strategy and the Annual Operational Plan and report on progress on the operational plan quarterly to internal strategic partners and the Audit Committee.
- Development and implementation of internal auditing plans, policies, procedures, and programs.
- Monitor timely implementation of the agreed audit action plans.
- Supervise, conduct and report on the testing and adequacy of the MICT SETA's internal controls.
- Supervise or conduct independent audits of the MICT-SETA and prepare varied analyses of the different units for management.
- Investigate and determine causes of audit findings, irregularities and errors and recommend corrective action and suggest improvements.
- Ensure the development of an Internal Audit Charter that reflects the scope, responsibility and authority.

### Risk Management

- Assist with the development and maintenance of risk management frameworks.
- Monitor and communicate the risks associated with any activity, function or process in a way that will enable the MICT-SETA to minimise losses and maximise opportunities.
- Identify internal control risks.
- Continuous identification of new risks.
- Assist with the development and preparation of the annual risk assessment and work plan.
- Assist line managers with the organisation's risk assessment process, risk register, etc.

### Compliance Management

- Compliance review to ensure that the organisation is adhering to rules, regulations, and laws, codes of practices, guidelines and principles as they apply to all parts of the organisation.
- Manage and execute compliance audits including identifying and analysing risks, conducting audit interviews, observing operations, documenting, analysing procedures and controls.

### **Financial Management**

- Prepare, monitor and control the annual internal audit departmental budget.
- Exercise proper implementation of financial management protocols within the organisation in line with the MICT SETA policies.
- Regularly monitor project/contract budget(s) and take corrective action as appropriate.

### **Reporting**

- Produce reports for the Audit Committee and Management on audit findings and recommendations to determine appropriate corrective plans.
- Produce progress and information reports according to requirements and timelines.
- Update audit findings register and submit to the Audit Committee.
- Provide progress of Internal Audit functionalities and submit Internal Audit reports to the Audit Committee.

### **People Leadership and management**

- Ensure that staff are inducted within the unit and trained to understand job expectations.
- Ensure that employees have clear work expectations and goals as set out in Performance Management process.
- Champion the skills development and transfer within the business unit.
- Implementation of the MICT performance management policy within the business unit.
- Mentor and coach staff within the unit where required.
- Develop relevant work schedules/ targets monthly to ensure that all work within the unit is covered.
- Resolve employment relations matters efficiently and effectively

### **PROFESSIONAL ATTRIBUTES:**

- Decision making and Problem Solving
- Communication skills
- Conflict management
- Interpersonal Skills
- Analytical ability
- Quality and service focus
- Integrity and Adherence to SETA values
- Accountable
- Flexibility and adaptability
- Leadership skills
- Customer orientation
- Teamwork and collaboration

### **Application:**

CVs and certified copies of qualifications of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Ms. Boipelo Ramafoko ([Recruitment@mict.org.za](mailto:Recruitment@mict.org.za)), quoting the job reference number above by no later than **02 November 2021**. Queries may be directed to 011-207-2611.

Should candidates not hear from us within 30 days after the closing date of applications, they should consider their applications as unsuccessful. Please note that this is an open position.



**White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.**