



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: INTERNAL AUDIT 29 March 2022		
REFERENCE NUMBER	POSITION: <b>6 MONTHS FIXED TERM CONTRACT</b>	NUMBER OF VACANCIES AVAILABLE
IA: 07/2022	INTERNAL AUDITOR  ALL INCLUSIVE REMUNERATION:  R30 000.00 PM	1

MICT SETA seeks to employ a suitably qualified and competent **Internal Auditor**, who will be responsible for the coordination and execution of specific processes to support the implementation of the audit plan, monitoring compliance, preparing and presenting audit findings and recommendations to management. The incumbent also conducts internal financial, operational, system audits and risk assessments. Documents audit records for validity, accuracy and reports discrepancies.

The successful incumbent will be based at Midrand Head office and will report to the **Manager: Internal Audit**.

#### MINIMUM REQUIREMENTS:

- B Tech/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
- 5 years Internal Auditing/Auditing Experience
- Completed Internal Auditing / Auditing articles
- Post article experience in public sector would be an advantage
- Certified Internal Auditor
- Proof of active registration with the Institute of Internal Auditors South Africa (IIASA)
- Chartered Accountant will be an added advantage
- Certified Information Systems Auditor will be an added advantage
- Sound knowledge of the Internal Auditing Standards/the South African Auditing Standards
- Knowledge of the PFMA, Treasury Regulations and Public Service Regulations
- Knowledge of Internal Auditing / Auditing Standards
- Thorough knowledge of GRAP
- Experience within a Post School Education and Training (PSET) 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

- Works closely with the Internal Audit Manager to determine, plan and execute the scope and objectives of the internal audit unit.
- Advise on the development of the scope and objective of the audit, specifying the resource requirements, engagements, work program and working papers.
- Ensure awareness of the audit process and address areas of concern with relevant stakeholders.
- Perform all phases of Internal Audits and assist with internal audit processes.
- Prepare and provide first level review of documents, system descriptions and audit findings to ensure the retained documentation supports the audit work performed.
- Responsible for coordinating audit process to ensure audit delays are minimised and audit fieldwork and reporting timelines are met.
- Participates in follow-up processes with management to monitor the implementation of remediation plans.
- Provide administrative support to the Audit division and the Audit Committee.
- Coordinate processes to support the implementation and execution of audit plans.
- Assist with the review of the outcome of the audit processes in terms of its objectives, quality, completeness and feedback.

### Stakeholder Relations

- Liaise with relevant stakeholders during the audit process.
- Assist in ensuring that audit findings are discussed with stakeholders where appropriate.
- Update the internal audit findings register in partnership with the relevant stakeholders.
- Update risks register in partnership with relevant stakeholders.

### Risk Management

- Assist Internal Audit management to ensure the implementation of the risk management strategy.
- Analyse and evaluate the internal controls to determine their effectiveness in mitigating risks.
- Assist in the development of the risk register.

## Compliance Management

- Keep up to date with internal auditing best practices and legislation.
- Ensure compliance with the relevant legislation and regulations.
- Compile internal audit reports following the Internal Audit methodology, charter, processes, guidelines, best practices.

## Reporting

- Communicate progress of the Internal Audit to management throughout the audit.
- Prepare the draft audit reports for submission and distribution to the various stakeholders and the adequacy and effectiveness of stakeholder action plans.
- Prepare and finalise Audit Reports for quality review purposes.
- Produce progress and information reports according to requirements and timelines.
- Update of the audit findings register.
- Produce audit findings and recommendations reports and work with management to determine appropriate corrective plans.

## PROFESSIONAL ATTRIBUTES:

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

### Application:

CVs and certified copies of qualifications of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Mr. Bassanio Gilbert ([Recruitment@mict.org.za](mailto:Recruitment@mict.org.za)) by no later than **12 April 2022**. Queries may be directed to 011-207-2600.

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.