

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: INTERNAL AUDIT 13 March 2025		
REFERENCE NUMBER	POSITION: 12 MONTHS FIXED TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
IA: 07/2025	INTERNAL AUDITOR ALL INCLUSIVE REMUNERATION: R35 479.50 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 incumbents will be based at Midrand Head office and will report to the **Manager: Internal Audit**.

MINIMUM REQUIREMENTS:

- B Com/B Tech 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 will be added advantage
- Sound knowledge of the Internal Auditing Standards/the South African Auditing Standards
- Knowledge of the PFMA, Treasury Regulations and Public Service Regulations
- Thorough knowledge of GRAP
- Experience in the SETA environment will be an added advantage
- Flexibility in working hours will be required to meet demands of the role.
- May be required to work overtime.
- Valid driver's License and willingness to travel is essential.

ROLES AND RESPONSIBILITIES

Internal Auditing

- Works closely with the Internal Audit Manager to determine, plan and execute the scope and objectives of the internal audit unit.
- Conducts internal financial, operational, system audits and risk assessments.
- Documents audit records for validity, accuracy, and reports discrepancies.
- Advise on the development of the scope and objective of the audit, specifying the resource requirements, engagements, work program and working papers.
- 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.
- Keep up to date with internal auditing best practices and legislation.
- Compile internal audit reports following the Internal Audit methodology, charter, processes, guidelines, best practices.

Audit 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.

Stakeholder Management and Relations

- Liaise with relevant stakeholders during the audit process.
- Ensure awareness of the audit process and address areas of concern with relevant stakeholders.
- Assist in ensuring that audit findings are discussed with stakeholders where appropriate.
- Update the internal audit findings register in partnership with the relevant stakeholders.

Governance, Risk and Compliance

- Assist Internal Audit management to ensure the development and implementation of the risk register.
- Analyse and evaluate the internal controls to determine their effectiveness in mitigating risks.
- Assist in the development of the risk register.
- Update risks register in partnership with relevant stakeholders.
- Ensure compliance with the relevant legislation and regulations.

VALUES:

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness
- Communication

FUNCTIONAL:

- Governance and Compliance
- Financial and Business Analysis
- Communication (verbal and written)
- Research
- Time management
- Stakeholder Management and relations
- Administration
- Project Management
- Report Writing

- Records Management
- Information Management
- Risk Management

BEHAVIOURAL:

- Planning and organising
- Teamwork
- Decision making & problem solving
- Critical Thinking
- Ability to work under pressure
- Interpersonal relations
- Confidentiality
- Attention to detail and accuracy
- Listening
- Initiative

Application:

Please click the link to apply <https://forms.office.com/r/6wRqQ2JJUr> by no later than **22 March 2025**.

Queries may be directed to 011-207-2600.

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



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

POPIA DISCLAIMER – By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)