

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: OFFICE OF THE CEO		
07 March 2025		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
OCEO: 05/2025	SENIOR MANAGER: AUDIT AND RISK ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R 1 457 875.00 – R 2 097 949.00	1

MICT SETA seeks to employ a suitably qualified and competent **Senior Manager: Audit and Risk**

The Senior Manager Internal Audit and Risk is tasked with ensuring provision of reliable and valued objective assurance to the Board and Executive Management regarding the effectiveness of controls mitigating current and evolving high risks, thereby enhancing the controls culture. The role further ensures effectiveness and adequacy of controls, risk management and governance processes, reliability and integrity of financial and operational information, economic application of resources and compliance with laws, regulations, contracts, policies, and procedures.

The role will be based at Midrand Head office and will report functionally to the **Audit and Risk Committee** and administratively to the **Chief Executive Officer**

MINIMUM/COMPULSORY REQUIREMENTS:

- Honours Degree in Commerce/ Accounting or equivalent (with Auditing or Internal Auditing or Risk Management as one of the majors)
- Certified Internal Audit (CIA) or Chartered Accountant CA (SA)
- Registered member of SAICA or Institute of Internal Auditors South Africa or Institute of Risk Management South Africa
- Ten years operational experience in internal auditing and Risk Management (with a minimum of five years in Management level)

- Knowledge and exposure to various auditing/risk management software or tools such as TeamMate, CaseWare, Barn Owl etc.
- Proven experience in working with the Board of Directors/Audit & Risk Committees, with a deep understanding of governance practices and strong reporting expertise.

ADDED ADVANTAGES:

- Masters in commerce / Auditing / Accounting / Business Administration
- Knowledge and exposure to the SETA environment

OTHER ATTRIBUTES:

- PFMA, Treasury Regulations and Public Service Regulations
- Extensive knowledge and understanding of the principles and practice of Internal Auditing Standards, the South African Auditing Standards and Risk Management
- Thorough knowledge of GRAP
- Thorough knowledge of Enterprise Risk Management
- Flexibility in working hours will be required to meet demands of the role.
- Ability to deliver on diverse customers' needs
- Ability to meet deadlines and work under pressure
- May be required to travel.

ROLES AND RESPONSIBILITIES

Strategic Leadership

- Lead the development, management, and execution of the MICT SETA's Internal Audit and Risk strategy and provide input into the overall strategy, policy, and decision-making direction of the MICT SETA.
- Ensure development of Internal Audit plans
- Ensure development of the Audit Charter
- Ensure development of the MICT SETA risk framework
- Ensure development of the MICT SETA Business Continuity Plan
- Ensure the alignment of the Internal Audit and Risk strategy with the requirements of all SP and APP
- Manage and monitor the implementation of risk management and mitigation strategies in the organisation.

- Provide guidance and consultations in the development of organisational strategies to improve financial and operational performance of the entity.
- Ensure development of audit procedures and programs to evaluate the adequacy of the organisation's internal control environment.
- Ensure management is assisted in the development, management, and implementation of developing risk management strategies.

Internal Audit

- Ensure implementation of the annual audit plan
- Ensure that quality and continuous improvement are fostered in the organisation's control process.
- Provide independent and objective assurance, advice and consult objectively to improve the effectiveness of risk management, governance, and control processes.
- Ensure implementation of ad-hoc audits as and when requested / needed.
- Provide consulting services beyond the Internal Audit assurance services, to assist management and Audit & Risk Committee in meeting its objectives.
- Provide guidance to the management and Governance Committees on the adequacy and effectiveness of the overall control environment.
- Lead the investigation of significant suspected fraudulent activities within the organisation and compile reports on the outcomes.
- Lead the investigations on whistle blowing incidents and compile reports.

Enterprise Risk Management

- Ensure implementation of requisite risk activities across MICT SETA which include inter alia strategic risk process, emerging risks, incident management, escalation and reporting, monitoring, mitigation development and monitoring etc.
- Ensure that the risk processes are applied uniformly across the MICT SETA and correct deviations.
- Recommend the risk culture positioning and drive initiatives towards an ideal risk culture.
- Ensure that MICT has a well maintained "Compliance Calendar" indicating the expected timelines of compliance related processes and the anticipated submission date of evidence output.
- Ensure implementation of a risk appetite framework and combined assurance model.

- Ensure monitoring of the strategic, operational and projects risk profiles, including risk support to management, risk awareness and assessment of adequacy and effectiveness of risk mitigations/controls.
- Report risk information to management and the risk management committee.
- Facilitate the management of risks emanating from strategic and operational activities.
- Ensure the effective use of the Enterprise Risk Management system.
- Ensure development, implementation and maintenance of MICT Business Continuity Plan
- Ensure adequate and effective fraud prevention and detection policies and mechanisms are implemented
- Provide independent and objective assurance, advice and consult objectively to improve the effectiveness of risk management, governance, and control processes.

Governance and Compliance

- Champion and coordinate all the Combined Assurance related activities
- Consolidate reports from the audits for submission to management and Audit & Risk Committee (ARC).
- Distribute audit and risk reports to relevant recipients
- Report, at least quarterly, to the ARC and management
- Review divisional progress against predetermined objectives quarterly and advise on necessary corrective measures as required
- Regular follow up on the implementation of agreed action plans through the Audit Findings Register

Budget and Financial Management

- Achieve annual goals and budget targets by effectively managing resources and stakeholder requirements.
- Prepare, monitor and control the annual internal audit departmental budget
- Execute prudent and proper management of divisions budget in line with MICTSETA SETA policies and Public Finance Management Act, 1999.
- Exercise proper implementation of financial management protocols within the business unit in line with MICTSETA SETA policies.
- Regularly monitor the budget and take corrective action as appropriate.

Stakeholder Management

- Develop and maintain strong relationships and communications with the Audit & Risk Committee to ensure concerns are addressed and expectations met.
- Develop and maintain a strong working relationship with external auditors and other assurance providers to ensure the effectiveness of service delivery and appropriate resolution of findings/issues identified.
- Provide support to strategic stakeholders in the achievement of their strategic objectives through the implementation of governance, risk management and internal control.

People Management

- Build and lead an effective and cohesive team through the effective management of resources.
- Drive the implementation of talent acquisition, succession planning, development, and retention strategies for the office.
- Ensure the enhancement of relevant knowledge and skills through continuous coaching, mentoring, and nurturing of talent in the business unit.
- Create a high-performance culture and manage team performance effectively by translating and communicating the annual performance goals and measures into individual work plans based on agreed upon objectives.
- Ensure the working environment contributes to improving employee engagement, recognition, and increased productivity.
- Ensure the management of poor performance and disciplinary matters in line with the MICT SETA's policies and procedures.


COMPETENCIES		
VALUES	FUNCTIONAL	BEHAVIOURAL
<ul style="list-style-type: none"> • Customer Centricity • Ethical • Innovative • Committed • Meritocracy • Collaboration 	<ul style="list-style-type: none"> • Internal Auditing • Risk Management • Corporate Governance • Strategic Management • People Management • Change Management 	<ul style="list-style-type: none"> • Decision Making and Problem Solving • Analytical • Resilience • Emotional Intelligence • Interpersonal relations

COMPETENCIES		
<ul style="list-style-type: none"> • Responsiveness 	<ul style="list-style-type: none"> • Financial Management • Project Management • Communication • Presentation • Report Writing • Stakeholder Relationship & Engagement • Risk Management • Monitoring and Evaluation • Auditing and Accounting • Conflict Management • Management 	<ul style="list-style-type: none"> • Team Leadership • Confidentiality • Attention to detail and accuracy. • Persuasive, dynamic and Influential Integrity • Decision making and problem solving. • Networking

Application:

Please click the link to apply <https://forms.office.com/r/zYEkeQxPaP> by no later than **24 March 2025**.

Queries may be directed to 011-207-2649. Should candidates not hear from us within 30 days after the closing date of applications, they should consider their applications 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.**

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/>)