INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: INTERNAL AUDIT AND RISK 23 October 2025		
REFERENCE NUMBER	**POSITION: PERMANENT**	**NUMBER OF VACANCIES AVAILABLE**
IA: 31/2025	**MANAGER: INTERNAL AUDITOR** **ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R 926 875.00 – R 1 306 476.00**	**1**

MICT SETA seeks to employ a suitably qualified and competent **Manager: Internal Auditor**, who will be responsible for supporting the accomplishment of strategic objectives, helping ensure compliance and to established financial, operational practices, business integrity, ethics and related controls. The incumbent will assure compliance to statutory/regulatory requirements policies and procedures.

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

MINIMUM REQUIREMENTS:

- Degree in Commerce/ Accounting or equivalent (NQF level 7)
- Honour's Degree, Post Graduate Diploma (NQF level 8) in Commerce / Auditing / Accounting (Added Advantage)
- Certified Internal Audit (CIA) /Charted Accountant CA (SA)
- Certified Information Systems Auditor (CISA) would be an advantage.
- Member of Institute of Internal Auditors
- 5 -10 Years Internal Auditing / I Auditing Experience
- Minimum 5 years management/ supervisory experience
- PFMA, Treasury Regulations and Public Service Regulations
- Internal Auditing / Auditing Standards
- Thorough knowledge of GRAP

Board Members: Nomonde Gongxeka-Seopa, Ntombikayise Khumalo, Lesiba Langa, Matome Madibana (Chief Executive Officer), Sabelo Mahlathi, Tebogo Mamorobela, David Mangena, Sebenzile Matsebula, Dr Tshepang Mosiea, Mzikayise Ndlovu, Gloria Nzima, Lebogang Sethole-Masilela, Eric Thebe, Sipho Zwane

- Knowledge in the SETA environment
- Knowledge of Companies Act

ROLES AND RESPONSIBILITIES

Operational Planning

- Contribute to the development of MICT Strategic Plan and APP.
- Development of the Internal Audit Strategy
- Development of the MICT SETA 3-year Audit Rolling Plan
- Development of the Internal Audit Annual Operational Plan.
- Develop the Internal Audit Charter.
- Develop audit methodology and assessment tools.
- Develop policies and procedures for the effective functioning of Internal Audit.
- Ensure that Internal Audit operational plans are aligned to the organisation's risk management plan.

Execute Audits

- Manager Execution completion of audits as per the audit plans.
- 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.
- Conduct of ad-hoc audits as and when requested / needed.

Advisory Services and Internal Controls

- Perform consulting services beyond the Internal Audit assurance services, in order to assist management in meeting its objectives.
- Provide guidance to the management on the adequacy and effectiveness of the overall control environment.
- Contribute to a culture of effective internal controls through Internal Audit workshops across the organisation.
- Conduct research to assess all audit related risks.

- Assist in the investigation of significant suspected fraudulent activities within the organisation and compile reports on the outcomes.
- Conduct investigations on whistle blowing incidents and compile reports.

Governance and Reporting

- Produce reports on audit findings and recommendations to determine appropriate corrective plans.
- Produce progress and information reports according to requirements and timelines.
- Develop Internal Audit Annual Performance Plans and report on progress on the operational and annual performance plans quarterly.
- Develop reports on key business risks and internal control issues.
- Update audit findings register.
- Provide progress of Internal Audit functionalities and submit Internal Audit reports to the Senior Manager: IA & Risk.

Financial Management

- Contribute to the development and management of the budget of the division.
- Ensure expenditure is in line with budget requirements.
- Monitoring financial control, budget management, and the procurement process to ensure compliance with the legislation e.g. (PFMA, PPFA, and BBBEE)
- Maximise revenue and reduce expenditure through effective cost control measures.
- Set, establish goals for budget adherence and controls for relevant area and establish best practice principles in process and application.

Stakeholder Management and Relations

- Develop and maintain strong working relationships with external auditors to ensure the effectiveness of service delivery and appropriate resolution of findings/issues identified.

- Initiate awareness of the Internal Audit function within the MICT SETA and other stakeholders through engagements.
- Provide support to stakeholders in the achievement of their objectives through the implementation of internal controls.

People Management

- Manage an effective and cohesive team through the effective management of resources.
- Contribute towards the implementation of talent acquisition, succession planning, development, and retention strategies for the unit.
- Ensure the enhancement of relevant knowledge and skills through continuous coaching, mentoring, and nurturing of talent in the unit.
- Contribute towards 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's policies and procedures.

COMPETENCIES		
VALUES	**FUNCTIONAL**	**BEHAVIOURAL ATTRIBUTES (ENABLING)**
• Customer Centricity • Ethical • Innovative • Committed • Meritocracy • Collaboration • Responsiveness	• Auditing and Accounting • Strategic Leadership • Communication (verbal and written) • Risk Management • Administration • Conflict Management • Planning and Organising • Financial Management	• Decision making & problem solving. • Analytical • Persuasive, dynamic and Influential Integrity • Ability to work under pressure. • Interpersonal relations • Confidentiality

COMPETENCIES		
	• Records Management • Information Management • Project Management	• Attention to detail and accuracy. • Initiative

Application:

Please click the link to apply https://forms.office.com/r/gnB8tWSBJK by no later than **07 November 2025.** Queries may be directed to 010-055-7930. 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/)***

Verification and Vetting Disclaimer

MICT SETA reserves the right to conduct comprehensive background checks, which may include verification of Matric and other qualifications, Employment history, Credit reports, Criminal records, social media activity, References, Citizenship status, as well as Psychometric Assessments etc. Employment offers are contingent upon successful completion of these vetting procedures.