

<b>INTERNAL / EXTERNAL ADVERTISEMENT</b> <b>DIVISION: INTERNAL AUDIT</b> <b>16 January 2026</b>		
<b>REFERENCE NUMBER</b>	<b>POSITION: 12 MONTHS FIXED TERM CONTRACT</b>	<b>NUMBER OF VACANCIES AVAILABLE</b>
<b>IA: 39/2026</b>	<b>INTERNAL AUDITOR</b>  <b>ALL INCLUSIVE REMUNERATION: R35 479.50 PM</b>	<b>1</b>

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, conducting investigations preparing and presenting audit findings and recommendations to management. The incumbent also conducts internal financial, operational audits. 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
- Minimum of 6 years Internal Auditing/Auditing Experience
- Experience in conducting investigations
- Completed Internal Auditing / Auditing articles would be an added advantage
- Post article experience in public sector would be an added advantage
- Certified Internal Auditor (CIA)/ CA (SA)/ ACFE qualifications will be an added advantage
- Sound knowledge of the Global Internal Audit standards
- Knowledge of the PFMA, Treasury Regulations and Public Service Regulations
- 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, inclusive of overtime work.
- Valid driver's License and willingness to travel.

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

## ROLES AND RESPONSIBILITIES

### Internal Auditing and investigations

- Conducts internal financial and operational audits and investigations including whistleblower reports received through the whistleblowing hotline.
- Works closely with the Internal Audit Manager to determine the objectives, plan and execute the scope of the allocated internal audit projects and investigations.
- Perform the execution of allocated audit work and investigations independently after the planning phase.
- Assist with internal audit administrative tasks.
- 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 planning, fieldwork and reporting timelines are met.
- 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 received from audit clients.
- Keep up to date with internal auditing best practices and legislation.

### Audit Reporting and Follow-ups

- Communicate progress of the allocated Internal Audit projects and investigations to management throughout the audit/investigation.
- Produce audit findings and recommendations and work with management to determine appropriate corrective plans.
- Prepare and finalise reports for allocated audits and investigations for submission.
- Update of the audit findings register.
- Participates in follow-up processes with management to monitor the implementation of remediation 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 risk 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 [INTERNAL AUDITOR - FTC – Fill out form](#) by no later than **26 January 2026**.

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.