INTERNAL / EXTERNAL ADVERTISEMENT
DIVISION: INTERNAL AUDIT

03 March 2026

REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
IA: 45/2026	**INTERNAL AUDITOR: IT & OPERATIONS** **ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM)** **R627 751.00 – R875 871.00**	1

MICT SETA seeks to employ a suitably qualified and competent **Internal Auditor: It & Operations**, who will provide audits in information technology and operation audit services in accordance with the internal audit mandate. The successful incumbent will also responsible for providing key input to the Internal Audit plan, provide consulting services to management and staff, proactively identifying technology risks and independently evaluate the efficiency and effectiveness of IT infrastructure and application controls.

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

MINIMUM REQUIREMENTS:

- Certified Information Systems Auditor (Preferred)/ BCom (Internal Auditing/ Accounting/ Finance) or related field of study.
- Certified Internal Auditor(CIA) (added advantage).
- BCom Honours or equivalent (added advantage).
- 5 years Internal Auditing/ Auditing Experience with 3 years minimum in conducting ICT audits.
- Knowledge of PFMA, Treasury Regulations and Public Service Regulations.
- Knowledge of Internal Auditing / Auditing Standards.
- Knowledge in the SETA environment.
- Knowledge of Companies Act.
- 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.

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- Plan, supervise and perform general and application control reviews on all layers of information technology systems (application, database, operating system, data, infrastructure etc) for data integrity and security, and provide assurance on the effectiveness of IT controls and the accuracy of recorded data.
- Conducts IT, financial, operational, systems 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.
- Perform data analytics using computer aided audit tools.
- 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.
- Update risks register in partnership with relevant stakeholders.

- Ensure compliance with the relevant legislation and regulations.

SYSTEM SKILLS:

- Microsoft Office Suite

VALUES

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

BEHAVIOURAL ATTRIBUTES (ENABLING)

- 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

FUNCTIONAL COMPETENCIES

- 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