



National Student Financial Aid Scheme

## Job Specification & Recruiting Profile of Vacancy

7 May 2020

The following vacancy exists at NSFAS in Cape Town.

<b>Position</b>	Internal Audit Practitioner x 1	<b>Type &amp; Grade</b>	Permanent (Grade 9)
<b>Vacancy No</b>	7 of 2020/21	<b>Department &amp; Unit</b>	Governance, Risk & Compliance

### POSITION OVERVIEW:

The internal audit function has been outsourced historically. This function is now being insourced and this role will be to perform the detailed internal audit procedures and execute the approved internal audit plan, as well as any other internal audit requests in terms of its mandate. The successful incumbent will be reporting to the Internal Audit Senior.

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## **RESPONSIBILITIES:**

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### **Internal Audit Operations**

- Adhere to the internal audit quality standard, methodology as well as documentation standards for the in-house internal audit unit
- Deliver internal audit assignments in terms of the internal audit plan as approved by the relevant oversight committee, as well as ad hoc management requests in terms of the agreed priorities
- Deliver the internal audit plan within agreed milestones and budgets

### **Internal Audit Talent Management**

- Contribute to knowledge development and maintaining professional standards

### **Internal Audit Impact and Reporting**

- Contribute to internal audit reporting at agreed intervals
- Report on own assignments in terms of progress and status
- Write up internal audit findings in terms of quality standards as set by the lead internal auditor

### **Managing stakeholders**

- Work collaboratively with external parties and in order for them to deliver on time and on budget to the desired quality levels
- Contribute to managing the liaison role with external auditors (AGSA)
- Work collaboratively with internal stakeholders / clients to ensure audit deliverables are delivered on time and on budget to the desired quality levels.

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## **DESIRED SKILLS AND EXPERIENCE**

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### **Minimum requirements:**

- Member of the Institute of Internal Audit, or studying towards attaining this, or similar
  - Professional Qualification (CIA, CA) or other relevant Professional Membership.
  - At least 4 years' proven experience in internal auditing
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- Proven experience in executing internal audits in terms of the internal audit mandate and approved plan
  - Demonstrated capability in adhering to internal audit methodology and quality standards
  - Demonstrated capability in delivering high quality standards on internal audit assignments
  - Demonstrated ability in writing up internal audit findings that are relevant and have impact
  - Knowledge of Public Financial Management Act.

**Beneficial skills and experience:**

- Comfortable with ICT systems and controls
- Knowledge of NSFAS Act.
- Experience in both the financial service and government sectors
- Exposure to the higher education sector

**Core Competencies:**

- Capability to work alone or in a team
- Analytical thinking and ability to probe down to level of detail
- Maintaining objectivity and professional scepticism
- Ability collaborate with line one and two in order to build constructive working relationships and maintain a reputable internal audit team
- Good written and verbal communication skills
- Ability manage own time and milestones
- Ability to maintain a sense of resilience when faced with challenge
- Remaining technically abreast with professional development matters
- Work collaboratively with any co-sourced partners and other stakeholders, such as the AG

**Computer skills required:**

- MS Word – Intermediate
- MS Excel – Intermediate
- MS Power Point – Intermediate
- MS Outlook – Intermediate

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**REMUNERATION & BENEFITS**

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**Remuneration Package:**

R 515 939 to R 607 733 per annum

Total Cost to Company per annum inclusive of all benefits and company contributions.

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## PLEASE NOTE

### **Closing date: 21 May 2020**

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Fayroes Sherry via email [jobs@nsfas.org.za](mailto:jobs@nsfas.org.za). NSFAS do not consider late applications. Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates. NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful.

\*\* NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations \*\*

“NSFAS is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the organisation through filling of this position and candidates whose appointment will promote representivity will receive preference. “

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10 Brodie Road, House Vincent, 2nd Floor, Wynberg, Cape Town, 7700 | Private Bag X1, Plumstead, Cape Town, 7800  
Tel No.: 0800 067 327 | 021 763 3200 | Email: [jobs@nsfas.org.za](mailto:jobs@nsfas.org.za)

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