



National Student Financial Aid Scheme

## Job Specification & Recruiting Profile of Vacancy

03 April 2024

The following vacancy exists at NSFAS in Cape Town.

<b>Position</b>	Internal Auditor	<b>Type &amp; Grade</b>	C2, Permanent
<b>Vacancy No</b>	02 of 2023/24	<b>Department &amp; Unit</b>	NSFAS Internal Audit

### POSITION OVERVIEW:

To administer the audit methodology and documenting process descriptions, executing testing strategies, documenting working papers with testing results and to report on internal audit findings and recommendations, and to collaborate with internal and external stakeholders to ensure audit deliverables are achieved timeously.

### RESPONSIBILITIES:

#### Policy, Systems & Procedure Administration

- Administer all internal audit policies, and audit methodology documents.
- Disseminate documents to line managers for planning and implementation.
- Administer relationships that have been established with all NSFAS business unit staff.

- 
- Work collaboratively with business unit staff as a trusted partner operating independently and providing assurance with regards to the operations and control environment within business and use audit policies, systems, and procedures to implement audit execution across departments.
  - Ensure that audits and internal audit assignments are executed in accordance with Section 10 of the Audit Methodology.

#### **Core Objectives Administration**

- Support senior auditors as assigned by the department head in effectively performing daily operations.
- Draft and submit timeous audit issues with findings and recommendations.
- Administer audits in line with the Internal Audit Methodology specifically: scoping, problem statement / hypothesis wording, testing procedures, sampling and source data and testing results.
- Ensure that audit issues closed by management are adequately and timely issue assured, and that issues assurance testing and reporting is executed according to the methodology.
- Document the daily audit operations in line with section 9 and 10 of the audit methodologies.
- Coordinate audit implementation between internal audit unit and relevant departments.
- Coordinate timeous closure of internal audit issues with departments.

#### **Performance Contracting**

- Ensure individual performance contract is signed and reviews are done in line with policy.

#### **Stakeholder Management & Relationships**

- Build relationships with colleagues in other departments.
- Daily liaison with clients.
- Effectively engage with clients throughout the audit process.

#### **Budget Administration**

- Adhere to budgetary requirements per audit assignment and complete weekly timesheets.
-

### **Compliance Monitoring, Evaluation and Sound Reporting**

- Administer approved reporting templates and tools for the unit.
- Avail the templates for use by the unit senior employees.
- Use of approved reporting templates and tools and make recommendations for improvements over time.
- Adhere to internal audit methodology and processes.

### **Information & Knowledge Management**

- Collaborate with stakeholders to build systems that enable the management of data obtained from different sources.
- Collaborate with stakeholders to use their experience, education and understanding to obtain knowledge from this information.

### **Reporting & Accountability**

- Document audit findings and exceptions identified while testing.
- Ensure all exceptions are substantiated through sufficient evidence where possible.
- Produce clear, concise, and detailed audit reports.
- Comply with the relevant professional standards during performance of individual duties and responsibilities.
- Housekeeping of all internal audit findings and exceptions as shared by senior employees.
- Housekeeping documents of all audit evidence as provided by senior employees.
- Housekeeping of all detailed audit reports.

---

## **DESIRED SKILLS AND EXPERIENCE**

---

### **Minimum requirements:**

- NQF Level 6 relevant and in support of Governance / Risk Management / Internal Audit / Forensic
- Computer literacy – Intermediate MS Package Suite
- Driver's License
- 3 - 4 years' experience in either Internal Auditing, Forensic Auditing in both the financial services and government sectors

### **Preferred:**

- NQF Level 7 - in Internal Auditing or Forensic Auditing
- 5 + years' experience in either Internal Auditing, Forensic Auditing in both the financial services and government sectors.

### **Skill and Competencies:**

- Independence
- Multitasking
- Teamwork
- Rule following
- Analytical Thinking
- Objectivity
- Collaboration
- Communication
- Time Management

---

## REMUNERATION & BENEFITS

---

**Remuneration Package:** R560 318 to R660 028 per annum

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

---

### PLEASE NOTE

**Closing date: 17 April 2024**

Interested applicants must complete an **Employment Application Form** available on the NSFAS website together with a detailed Curriculum Vitae, copies of academic qualifications, and names of three contactable referees to Ms. Nokulunga Mtse via email [jobs@nsfas.org.za](mailto:jobs@nsfas.org.za). NSFAS does 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.

Please note the following contact details are for enquiries about **JOB CONTENT ONLY** and **NOT** for application purposes.

Enquiries: Email: [NokulungaM@nsfas.org.za](mailto:NokulungaM@nsfas.org.za)

\*\* 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.”

---