



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

03 April 2024

The following vacancy exists at NSFAS in Cape Town.

Position	ICT Internal Auditor	Type & Grade	Permanent, C2
Vacancy No	03 of 2024/25	Department & Unit	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 Implementation

- Administer all internal audit policy, ITA, 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
 - Execution of complex and non-complex engagements.
 - Have a basic understanding of the cyber-related issues and requirements.
 - A good understanding of databases, database security technologies and measures.
 - Knowledge of control frameworks such as ITIL, COBIT, KING, COSO, ISO 22301, ISAs.
 - Responsible for deliverables and feedback to managers and stakeholders.
 - Excellent working knowledge of Information security auditing e.g., Operating Systems, Networks and Firewalls.
 - Pro-actively report on actual work versus budget.
 - Prepare audit files with standard information.
 - Identify IT risks as input into business risk identification process.
 - Prepare and present audit findings and recommendations to address root cause of audit findings.
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- Manage individual productivity (include completion of timesheets).

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
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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
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DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF Level 7 - Bachelor's degree in information systems, computer science, accounting, or related field.
 - Computer literacy – intermediate level
 - Driver's License
 - 3 - 4 years' experience in IT Auditing in either the private or public sectors
 - Experience with managing or reviewing networking, firewalls (functionality and maintenance), and endpoint security.
 - Experience in performing IT security reviews.
 - A thorough understanding of IT and cyber risk management disciplines
 - Experience with data analytics including using SQL scripting.
 - Knowledge of information technology general computer controls and application controls.
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Preferred

- NQF Level 7 - Bachelor's degree in information systems, computer science, accounting or related field
- 4 + years' experience ICT Auditing in either the private or public sectors.
- Strong technical skills in information security management and related standards (ISO, NIST, etc)
- Great awareness of cyber security trends and hacking techniques
- Driver's License

Skills and Competencies:

- Independence.
 - Stress tolerance.
 - Multitasking.
 - Planning skills.
 - Analytical Thinking
 - Innovation
 - Communication.
 - Time Management
 - Detail orientation.
 - Digital Literacy.
 - Interpersonal Skills.
 - Teamwork.
 - Objectivity
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- Collaboration
 - Team player
 - Willingness to travel. (Locally when required)

REMUNERATION & BENEFITS

Remuneration Package: R 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 and submit an **Employment Application Form** available on the NSFAS website. The form must be supported by a detailed Curriculum Vitae which includes amongst other things the vacancy name/position title you are responding to, copies of academic qualifications, Identity Document, and names of three contactable referees. The response must be addressed to the attention of Nokulunga Mtse via the following email address: **jobs@nsfas.org.za**.

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

For Enquiries please contact: Email: NokulungaM@nsfas.org.za

The NSFAS does not consider late applications. The NSFAS talent acquisition team only corresponds with Shortlisted Candidates. Should you not hear from the NSFAS talent acquisition team within 2 months from 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. “
