



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>	Senior ICT Internal Auditor	<b>Type &amp; Grade</b>	Permanent, C4
<b>Vacancy No</b>	01 of 2024/25	<b>Department &amp; Unit</b>	NSFAS Internal Audit

### POSITION OVERVIEW:

To administer the Internal Audit Methodologies in support of management decisions to implement the approved audit assignments in line with the NSFAS policies, operation plans and processes. The role will be all things IT Audit related in the Internal Audit function reporting to the Lead: Internal Audit. The secondary focus is to assist the Internal Auditing team in developing digital and continuous auditing strategies through data analytics and scripting.

### RESPONSIBILITIES:

#### Policy, Systems & Procedure Implementation

- Implement all internal audit policies, governance documents, and the audit methodology documents.
- Prepare the Intention to Audit (ITA) document in accordance with Section 9 of the Audit Methodology
- Ensure that audits and internal audit assignments are executed in accordance with Section 10 of

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the Audit Methodology

- Employ professional standards relevant to the scope of work.
- 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 Implementation**

- Providing assurance with regard to the operations and control environment within the business.
- Support internal audit managers by effectively performing daily audit operations in accordance with section 9 and 10 of the audit methodologies.
- Draft and submit timeous audit issues with findings and recommendations.
- Implement audits in line with the Internal Audit Methodology specifically: scoping, problem statement/hypothesis wording, testing procedures, sampling and source data and testing results.
- Facilitate and support management to timeously close audit issues in their departments.
- Identify the extent of work needed to achieve the engagement's objectives, including consideration of the relative complexity, materiality and significance of the matters concerned.
- Apply professional skepticism in the conduct of audits.
- Providing IT, data analytics and cyber expertise to the Internal Audit Team.
- Leading and delivering IT and cyber reviews across the organisation.
- Pair up with the other members of the IA team and enable their analytics needed – source the data, assist with building the analytic and support the interpretation thereof.
- Assist with IT audits across the division for areas not covered by ALICE (projects/ BCP/ DRP's/ ITGC/ cyber reviews/ application controls etc.)
- Build visual tools/ dashboards to support our road to continuous auditing.
- Provide ongoing support to junior team members.

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## **Performance Contracting**

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

## **Stakeholder Management & Relationships**

- Build relationships with business process owners.
- Daily liaison with clients.
- Effectively engage with clients throughout the audit process.
- Maintain institutional knowledge.
- Provide ongoing support to junior team members.

## **Project Facilitation & Implementation**

- Plan and implement internal audit engagements to address identified needs as per the audit plan.
- Compile audit reports on completion of the audits to evaluate the control environment.

## **Budget optimisation**

- Adhere to budgetary requirements pre audit assignment and annual plan.
- Perform budgeting and forecasting-related activities in relation to individual audit engagements and the overall annual plan.

## **Compliance Monitoring & Evaluation and sound reporting.**

- Use of approved reporting templates and tools to make recommendations for improvements over time.
- Adhere to internal audit methodology and processes.
- Comply with the relevant professional standards during performance of individual duties and responsibilities.

## **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
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knowledge from this information.

### **Reporting & Accountability**

- Report on all audit findings and exceptions identified while testing.
- Ensure all exceptions are substantiated through sufficient evidence where possible.
- Produce clear, concise, and 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 – Proficient – Computer literacy and competency beyond the intermediate level
- Driver's License
- 3 - 5 years' experience in a similar role as ICT Senior Auditor
- Intermediate project management skills
- Intermediate knowledge of the higher education sector
- Demonstrate an understanding of the IT audit methodology and its application.
- Intermediate to strong SQL scripting skills.
- Power BI experience/ other data analytic tools.
- Strong technical skills in information security management and related standards (ISO, NIST, etc)
- Knowledge of information technology general computer controls and application controls.

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## **Preferred**

- Bachelor's degree in information systems, computer science, accounting, or related field.
- Other degrees/qualifications/ diplomas that would be advantageous or working towards
  - CISA Certified Information Systems Auditor
  - CISM Certified Information Security Manager
  - CISSP- Certified Information Systems Security Professional OR;
  - CISSP-ISSMP Information Systems Security Management Professional or other equivalents.
- 5 – 7 Years' experience in a similar role as ICT Senior Auditor
- Intermediate project management skills
- Intermediate knowledge of the higher education sector
- IT Project auditing experience
- Cloud auditing experience

## **Skills and Competencies:**

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

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## REMUNERATION & BENEFITS

**Remuneration Package:** R783 111 – R922 452 per annum

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

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## 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 \*\*



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“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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