



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

13 June 2024

The following vacancy exists at NSFAS in Cape Town.

Position	Chief Internal Auditor	Type & Grade	Five (5) Year Fixed Term Contract, Executive Level
Vacancy No	20 of 2024/25	Department & Unit	Internal Audit

POSITION OVERVIEW:

To develop and lead the Internal Audit strategy and teams in overseeing the value chain, which includes amongst others, the management of the in-house Internal Audit Department to fulfil the purpose, role and responsibilities as established in the Audit Charter

RESPONSIBILITIES:

Policy, Systems & Procedure Development.

- Design and lead the overall departmental policy, systems, business processes and procedures.
- Design, develop and maintain relevant policies & procedures for the effective functioning of Internal Audit
- Internal and external research and benchmarking
- Ensure communication and implementation of policies and associated business processes and procedures.

- Review the Internal Audit Charter that reflects the scope, responsibility, and authority compile and implement the strategic plan.

Core Strategic Objectives Development & Design Development

- Develop and ensure the implementation of the strategy for the department/section including the Internal Audit Charter.
- Participate in the realisation of organisational strategy, objectives and expectations.
- Develop and review key performance indicators (KPIs) and operational plans for the department.
- Develop a 3-Year Rolling Internal Audit Plan and review the Internal Audit Strategy and Annual Performance Plans.
- Collaborate with the Legal, Risk & Compliance executive to strengthen the organisation's overall objectives and success.
- Develop the specifications for any external assistance required (for example, IT internal audit and institutional audits).
- Collaborate with the finance executive management by acting as the liaison with external auditors (AGSA).
- Ensure that the Internal Audit structure is aligned with the requirement of NSFAS business.
- Ensure that Internal Audit strategic plans are aligned with the enterprise-wide risk management plan.
- Appraise the effectiveness of the risk management department of the scheme.
- To serve as a member of the Audit Committee and MANCO structures of the organisation

People Management & Ethical Leadership

- Participate in the attraction, selection and orientation of Audit people in line with EE targets.
 - Train and workshop direct reports on new strategic developments in the department (all Internal Audit Staff)
 - Lead departmental teams to achieve departmental objectives and expectations.
 - Set, control and report on key performance areas and performance contracts for the department.
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- Coach, mentor and train the team and develop reports for performance improvement, career progression and recognition purposes for all Audit Staff
 - Effective implementation of Performance Management System in accordance with organisational policy and procedures
 - Lead and manage the individual performance contracting and review process for the department.
 - Lead and manage disciplinary matters of the department related to performance and conduct issues.

Stakeholder Management & Relationships.

- Establish efficiency channels and databases to resolve stakeholder queries and complaints.
- Collaborate with other departments to satisfy other priority stakeholders
- Engage stakeholders on matters of interest and influence.
- Initiate awareness of the Internal Audit function within the organisation and other stakeholders through client engagements
- Provide support to strategic stakeholders in the achievement of their strategic objectives through the implementation of governance, risk management and internal controls.
- Promote partnerships with relevant customers and stakeholders and manage overall perceptions on the internal audit function.
- Engage in complex networking strategies with a diverse population of customers and stakeholders

Project Management & Leadership

- Initiate, plan and implement projects to address identified needs as per the core business strategy.
- Compile project reports on completion of the project to evaluate return on investment

Budget optimisation

- Forecast for departmental core administration activities and projects.
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- Manage expenditure in line with core activities and projects

Compliance Monitoring & Evaluation

- Maintaining compliance and monitoring tools to ensure compliance with the IA methodology and IIA Standards (International Professional Practices Framework (IPPF)).
- Execute responsibilities as per PFMA no 1 of 1999
- Steering the organisation to achieve good corporate governance by ensuring that the internal audit goals and objectives are aligned with organisation's strategic goals, value-added support to business management and processes, liaison with institutions and related governing bodies, query management resolutions for all audit issues.

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

- Develop reports on the Internal Audit value chain practices to the Executive Management, Office of the CEO, Board Sub-Committee, and the Board

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF 8 Audit Qualification and a recognised audit-related professional qualification (i.e., CIA, or CA(SA))
 - Computer literacy – Intermediate MS Package Suite
 - Knowledge of PFMA and Public Entity standards
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- Knowledge of the Higher Education sector, the NSFAS Act, NCA and the PFMA.
 - Middle management experience with multiple teams
 - 15 years' experience in Internal Audit Management of which 5 years must be at the senior management level.
 - Registration with a professional body essential
 - Knowledge of governance, risk, and organisational performance management principles.
 - Experience in liaising with various stakeholders
 - Knowledge of Higher Education policy imperatives and development requirements.
 - Experience in managing a unit and/or department.
 - Experience in developing a public sector strategy and business plan.
 - Experience in a public institution or funding organisation or banking institution.
 - Experience in policy development and implementation

Skills & Competencies:

- Stress tolerance.
 - Interpersonal relationships.
 - Leadership.
 - Persistence.
 - Independence.
 - Strategic and visionary leadership.
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- Resource management, including people and performance management.
 - Building interpersonal relationships.
 - Decision-making and problem-solving.
 - Building strategic alliances and partnerships.
 - Emotional maturity
 - Political sensitivity
 - Transformation and change leadership
 - Systems & Flexible thinking
 - Diplomatic sensitivity.
 - Persuasion & negotiating.
 - Business knowledge
 - Strategic thinking
 - Resilience.

REMUNERATION & BENEFITS

Remuneration Package: NSFAS offer a Competitive Remuneration Package which is negotiable. Total Cost to Company per annum inclusive of all benefits and company contributions. The position will be offered on a 5-year fixed term contract with a Total Cost to Company package

PLEASE NOTE

Closing date: 26 June 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 Ms. Thokozile Mnikina via the following email address: **jobs@nsfas.org.za**.

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

For Enquiries please contact: Email: ThokozileM@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 is 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 representativity (race, gender, disability) in the organisation through the filling of this position and candidates whose appointment will promote representativity will receive preference.”
