

## Job Specification & Recruiting Profile of Vacancy

01 March 2023

The following vacancy exists at NSFAS in Cape Town.

<b>Position</b>	Senior Internal Auditor	<b>Type &amp; Grade</b>	Paterson C3 (Permanent)
<b>Vacancy No</b>	21 of 2022/23	<b>Department &amp; Unit</b>	NSFAS Internal Audit

### POSITION OVERVIEW:

To employ 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

### 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 the Audit Methodology
- Employ professional standards relevant to the scope of work

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- 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 Objective 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 scepticism in the conduct of audits

#### **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.

#### **Project Facilitation and 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 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**

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### **Minimum requirements:**

- NQF Level 7 - Bachelor's degree in Internal Auditing/Accounting
- Computer literacy – Intermediate MS Package Suite
- Driver's License
- 3 - 5 years' experience in a similar role
- Intermediate project management Skills
- Intermediate knowledge of the higher education sector

### **Preferred:**

- 5 – 7 Years' experience in a similar role
  - Intermediate project management Skills
  - Intermediate knowledge of the higher education sector
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### **Skill and Competencies:**

- Independence.
- Stress tolerance.
- Multitasking.
- Planning skills.
- Analytical Thinking
- Innovation
- Communication.
- 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:** R 585 834 to R 690 064 per annum

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

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### **PLEASE NOTE**

#### **Closing date: 15 March 2023**

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. Fayroes Sherry 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: [fayroess@nsfas.org.za](mailto:fayroess@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. ”

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