

RE-ADVERTISEMENT

SENIOR IT AUDITOR: BRAAMFONTEIN

Job Purpose: Under general direction, independently perform more complex IT audits with responsibility for planning, performance, documentation and elements of reporting and in addition, provide functional advice or training to less experienced audit positions as well as manage audit relationships with line management in regard to audit performance and determination of remedial action.

Job Objectives:

- To perform financial, operational and IT audits relating to general controls, application controls, data privacy, cyber security and IT governance under the supervision of the GM Internal Audit, as per the audit plan.
- To ensure that audits are conducted in accordance with professional and laid down International Standards for Professional Practice of internal auditing and IIA Code of Conduct and Assurance standards issued by Information Systems Audit and Control Association (ISACA) for Information System audit and assurance professionals.
- Deliver quality work based on current IT control standards and methodologies (e.g. COBIT, NIST, ISO27001, COSO etc).
- To identify and recommend improvements in internal controls and value addition opportunities as well as assess the potential impact on operations and the risks linked to the specific findings.
- To prepare the draft audit reports as per Council format for review by the GM Internal Audit.
- To participate in the discussion of the audit results and report with senior management of the department/regional office and to do periodic follow ups to monitor progress towards mitigating the risks identified.
- Assess IT processes, systems and infrastructure for compliance, efficiency and risk.
- Perform IT related gap analysis to ensure compliance with regulatory standards and frameworks.



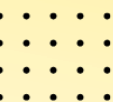
- Stay updated on emerging technologies, risks, and audit best practices.
- To engage in advisory services for medium to large IT project investments performing a Stage Gate project review of specific milestones (or "gates") within a project lifecycle to assess progress, ensure alignment with objectives, identify risks, and determine readiness to proceed to the next phase.
- Provide insights to enhance IT governance and operational frameworks
- To develop procedures / audit approaches for auditing new processes and/or taking different approaches to well-known processes.
- Supervise and guide junior Internal Auditors and trainees.
- Manage audit relationships with line management in regard to audit performance and determination of remedial action.
- To project manage and provide support on all audit engagements that are conducted by internal audit co-source partner and any other assurance provider appointed by internal audit department.

REMENERATION GRADE: D2

Job Requirements and Knowledge:

Skills relevant to the job include the education and/or experience, specialised training and competencies required by the incumbent to be able to perform the job in accordance with specified expectations

- To perform financial and operational audits under the supervision of the head of internal audit and/or supervisor as per the audit plan. This will particularly include:
 - planning (including participation in the kick-off meeting) of the audit;
 - development of audit programs addressing all areas of concern
- Understanding and documenting business process and internal controls.
- To identify and recommend improvements in internal controls and value addition opportunities
- Performance of audits as per the Council standards within the specified time schedule





- Ensuring that the specified audit objectives are met in order to conclude on the existence and adequacy of internal controls
- Ability to process diverse and technical issues as well as complex queries.
- The candidate must also have proper understanding of risk based auditing concepts, including working knowledge of finance and accounting principles.
- To assess the potential impact on operations and the risks linked to the specific findings
- To discuss and clear the results of the testing and the recommendations raised with the process owners/managers
- To prepare the draft audit reports as per Council format for review by the head of internal audit and/or supervisor
- To participate in the discussion of the audit results and report with senior management of the local unit
- To regularly participate in the periodic follow-ups on audit recommendations
- To apply the audit methodology of the Council Internal Audit Department
- To develop procedures / audit approaches for auditing new processes and/or taking different approaches to well-known processes.
- To assist in providing training to colleagues and to help maintaining and continually improving standard operating procedures as well as best practices of the internal audit department.
- To actively participate in the development of annual audit and engagement plans by identifying risks and processes requiring audits
- To actively participate in the development and review of internal audit policies and procedure.
- To assist in implementation of council combined assurance and internal control frameworks.
- To prepare departmental reports for Senior Management, Audit and Risk Committee and other governance structures' meetings.





Technical and other Related Skills:

- Strong financial and commercial awareness
- Effective communication skills, both written and oral
- Good knowledge of English (oral and written) and willingness to improve this if necessary
- Good organizational and time-management skills
- Ability to work with people at all levels of the organization
- Must have a “Hands-on” approach
- Proficient in analytical tools, e.g., Diligent one/High bond solutions, Arbutus, Power BI, or Audit Board
- Knowledge of IT frameworks like COBIT, ITIL, NIST, and ISO standard
- Proficient in analysing large datasets to identify anomalies and risks
- Good understanding in the use of standard computer applications (Microsoft Office).
- Computer literacy (MS Word, Excel & Outlook) with Working knowledge of ERP – Systems, e.g. SAP and SAGE
- Good Leadership and people management as well as Project management skills and lead audit teams comprising two to four people for certain projects
- Ability to work both in teams and individually
- High flexibility, including willingness to travel
- Integrity and honesty
- Ability to work under pressure
- Good verbal and communication skills
- Problem Solving
- Logical Reasoning
- Organisation Skills
- Self-motivated
- Assertiveness
- Customer Relations
- Ownership
- Attention to Detail



- Planning and Forecasting
- Conflict Handling
- People management.

Qualifications & Experience:

- Matric/ Grade12 Certificate
- B-degree in Information Systems, Internal Auditing or Accounting
- Candidate must be a Certified Information Systems Auditor
- Professional qualification/ registration as Certified Information Security Manager (CISM) / CIA and registration with Information Systems Audit and Control Association (ISACA) for Information System and assurance professionals would be an added advantage.
- Progressive 5 – 8 years' experience as an internal auditor with exposure to bargaining councils as an added advantage
- Legal knowledge, i.e. commercial law, as well as Council Internal Audit Methodologies and Collective Agreements
- To develop a detailed understanding of Council and the Business Process applied in the unit(s);
- Knowledge of the Labour Relations Act.

It is the Council's intention to promote equity through the filling of all numeric targets as contained in the EE Plan, first preference will be given to Indian Males and Coloured Females.

Applications: All applications accompanied by comprehensive word format CV's must be forwarded to the **NBCRFLI** Human Resources department via email specifying the position and area which you are applying for.

Applications should be sent to recruitment-ms@nbcrfli.co.za before the closing date.



Closing date: 13 May 2025

Should you not hear from us within 30 days after the closing date, please consider your application unsuccessful.

PROTECTION OF PERSONAL INFORMATION ACT.

Personal information collected and processed for purposes of recruitment will be protected from unauthorized access and improper use or disclosure.

DECLARATION AND INFORMED CONSENT.

By submitting your application for the advertised role, you give Council permission to process your personal information, and you acknowledge that you understand the purpose for which it is required and for which it will be used. Furthermore, you declare that all personal information supplied to the Council for the purposes of recruitment is accurate, up to date, not misleading and that it is complete in all respects.

