



VACANCY

REFERENCE NR	:	VAC02281/21
JOB TITLE	:	Auditor: Commercial Assurance Audit Services
JOB LEVEL	:	C2
SALARY	:	R 263 910 - R 439 850
REPORT TO	:	Internal Audit Manager: Commercial Assurance Audit Services
DIVISION	:	Commercial Assurance Audit Services
DEPT	:	Internal Audit
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To assist with reviewing and assessing process controls and practices as well as related procedures, in support of the execution of the annual internal audit plan as a generalist role-player within the division's various process areas.

Key Responsibility Areas

- Monitor applications, procedures and processes associated with specific financial and administrative applications.
- Coordinate implementation of internal audit processes/projects.
- Coordinate risk identification and assessment procedures.
- Disseminate audit information on manager's approval to various stakeholders as and when required.
- Administration of internal audit records/information in line with the standards.

Qualifications and Experience

Minimum: Bachelor of Commerce/National Diploma in Internal Auditing and/or Accounting. Certified Internal Auditor (CIA) or studying towards a CIA Qualification will be an added advantage.

Experience: 2-3 years' experience in auditing of which atleast 1-year experience should be in a Supply Chain Management environment.

Technical Competencies Description

Knowledge of: Auditing and/or Risk control management knowledge; Government SCM processes and legislative requirements; Operational research skills; Ability to identify types controls; Understanding of business processes and functions; Ability to develop internal audit programs and procedures; Basic report writing ability; Ability to work in a multi-cultural, diverse environment with sensitivity and respect for diversity; Ability to develop and maintain effective working relationships with officials at middle management level.

Skills: Business Writing; and Corporate Governance.

Behavioural competency: Active listening; Attention to Detail; Analytical thinking; Continuous Learning; Disciplined; Resilience; Stress Management.

Other Special Requirements

N/A

How to apply

Kindly send your application to: Masoko.recruitment@sita.co.za

Closing Date: 05 March 2021

Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants` documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be accepted
- CV`s sent to incorrect email address will not be considered