



## VACANCY

REFERENCE NR	:	VAC02282/21
JOB TITLE	:	Senior Internal Auditor
JOB LEVEL	:	C4
SALARY	:	R 295 176 – R 491 960
REPORT TO	:	Senior Manager Professional Technical Audit Services
DIVISION	:	Internal Audit
DEPT	:	Internal Audit
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

Co-ordinates audit procedures and processes, monitoring compliance and, conducting investigations and risk analysis to determine the extent of variation or non-conformance to statutory requirements, policies and procedures, preparing and presenting comments and opinions and providing guidance on the interpretation of principles to enable re alignment of functions and responsibilities ensuring the activities of SITA are conducted and concluded in a credible manner. Ensures that audit issues are well defined and root causes identified.

### Key Responsibility Areas

Monitoring compliance; Audit investigations; Risk analysis; Information dissemination; Information management and reports. Conduct and manage quality, compliance, and auditing activities to provide assurances that operational activities are conducted in compliance with applicable regulations, guidelines and the company's policies and standards. Monitor and report the performance of the function against the internal audit definition, IIA standards, regulation, policies and procedures through ongoing and periodic reviews.

### Qualifications and Experience

**Required Qualification:** Bachelor's Degree in Auditing (NQF Level 6).

Preferred Qualification: Bachelor of Commerce in Accounting and Internal Auditing.

**Experience:** 3-4 years' Auditing experience, 2 of which must have been in management of the Quality Assurance & Improvement Program – essential. The incumbent will be required to engage with various stakeholders/role players and to travel nationally/internationally, as and when required.

### Technical Competencies Description

**Knowledge of:** The Auditing process, applications and principles to enable analysis, evaluation and reporting; Understanding of various and relevant legislation; Performance Audit Principles; Professional Standards for the Practice of Internal Auditing; Internal Audit Principles; Project management. Comprehensive knowledge and experience in designing, implementing and reviewing internal audit policies and procedures in alignment with IIA standards.

**Skills:** Business Writing; Project/Programme Management; and Corporate Governance.

Interpersonal/behavioural competencies: Active listening; Attention to Detail; Analytical thinking; Disciplined; Resilience; and Stress Management.

#### **Other Special Requirements**

N/A.

#### **How to apply**

Kindly send your CV to: [Masoko.recruitment@sita.co.za](mailto:Masoko.recruitment@sita.co.za)

**Closing Date: 04 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