



VACANCY

REFERENCE NR	:	VAC00530/27& VAC00531 /27
JOB TITLE	:	Auditor x2
JOB LEVEL	:	C2
SALARY	:	R 300 971– R 451 457
REPORT TO	:	Senior Internal Auditor
DIVISION	:	Internal Audit
DEPT	:	IAPAS
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; and
- Administration of internal audit records/information in line with the standards.

Qualifications and Experience

Required Qualification: Bachelor's Degree or diploma in Auditing, Accounting, Costing and Management Accounting (at least NQF Level 6).

Certifications: Relevant certification will be an advantage e.g. CIA or other relevant qualification.

Registration with a Professional Body: Current Registration with the Institute for Internal Auditors (IIA). The candidate must be eligible to register with IIA.

Experience: 2 to 3 years' experience in internal audit auditing profession in corporate/ public sector organisation.

Technical Competencies Description

Knowledge of: Auditing and/or Risk control management knowledge; Government SCM processes; Operational research skills; Ability to identify types of 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. Personal Attributes/ Behaviours: Agility, Collaboration, Customer Centricity, Integrity, Innovation and Empathy.

Technical competencies: Business Writing; and Corporate Governance

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

Other Special Requirements

N/A.

How to apply

To apply please log onto the e-Government Portal: **www.eservices.gov.za** and follow the following process

1. Register using your ID and personal information
2. Use received one-time pin to complete the registration
3. Log in using your username and password
4. Click on "Employment & Labour"
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour"
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support egovsupport@sita.co.za **OR call 080 1414 882**

CV`s sent to the above email addresses will not be considered.

Closing Date: 29 May 2025

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- 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.
- 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.
- The appointment is subject to getting a positive security clearance, the signing of a performance contract, assessment recommendation, 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 considered.