



## VACANCY

|                 |   |                                 |
|-----------------|---|---------------------------------|
| REFERENCE NR    | : | VAC00900/24                     |
| JOB TITLE       | : | Internal Auditor                |
| JOB LEVEL       | : | C2                              |
| SALARY          | : | R 286 639 – R 429 959           |
| REPORT TO       | : | Senior Internal Auditor         |
| DIVISION        | : | Internal Audit                  |
| DEPT            | : | Internal Auditor                |
| 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

- Carry out internal audit activities as may be necessary for the successful execution of the internal audit plan for the year
- Identify weaknesses in procedures, systems and internal controls
- Conduct internal audits to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures
- Gather and analyse data as necessary to accomplish audit objectives in a timely manner and continually assessing controls, operational efficiencies and compliance with selected policies, procedures and regulations
- 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
- Conduct ad-hoc projects as may be assigned from time-to-time

### Qualifications and Experience

**Required Qualification:** Bachelor of Commerce/National Diploma in Internal Auditing and/or Accounting. CIA will be an added advantage.

**Experience:** 2-3 years' experience in external or Internal auditing.

### Technical Competencies Description

**Knowledge of:** Knowledge of the Auditing process, Understanding of various and relevant legislation; IT Audit Principles; Professional Standards for the Practice of Internal Auditing; Internal Audit Principles; Knowledge of CAATS; Project management.

**Technical competencies:** Business Writing; and Corporate Governance.

**Interpersonal/behavioural competencies:** Good interpersonal skills with the ability to establish and maintain working environment. Active listening; Attention to Detail; Good analytical reasoning skills; 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](http://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](http://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 contact [egovsupport@sita.co.za](mailto:egovsupport@sita.co.za) OR call 080 1414 882

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

**Closing Date: 06 November 2023**

#### 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. 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 applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.