



VACANCY - 1378

REFERENCE NR	:	VAC00908/23
JOB TITLE	:	Junior Auditor (Information Systems Audit)
JOB LEVEL	:	C2
SALARY	:	R 286 639 – R 429 959
REPORT TO	:	Senior Internal Auditor
DIVISION	:	Internal Audit
DEPT	:	Information Systems Audit
LOCATION	:	SITA Centurion
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

Required Qualification: Bachelor of Commerce/National Diploma in Internal Auditing, Information Technology and/or Accounting. Studying towards a CIA qualification would be an advantage.

Experience: A minimum of 1 - 2 years' experience in IT auditing.

Technical Competencies Description

Knowledge of: Auditing or Risk control management knowledge. Operational research skills. Analytical and problem-solving techniques. Identifying types of controls. Understanding of business processes and functions. Ability to develop internal audit programmes and procedures. Ability to assess and identify business risks. Investigative, evaluative and problem-solving ability. Basic report writing ability. Analytical, written/verbal communication, interpersonal, and relationship building skills. Personal Attributes: Agility, Collaboration, Customer Centricity. Innovation, Integrity and Empathy.

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 contact egovsupport@sita.co.za OR call 080 1414 882

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

Closing Date: 24 January 2024

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.