



#### VACANCY - 1910

REFERENCE NR	:	VAC00770/25
JOB TITLE	:	Senior Manager: Commercial Audit Assurance Services
JOB LEVEL	:	D5
SALARY	:	R 1 035 817 – R 1 553 726
REPORT TO	:	Executive Internal Audit
DIVISION	:	Internal Audit
DEPARTMENT	:	Commercial Audit Assurance Services (CAAS
LOCATION	:	SITA Erasmuskloof, Pretoria
POSITION STATUS	:	Permanent (Internal & External)

#### Purpose of the job

The incumbent will be responsible to conduct consulting assignments in the review of SITA strategic documents, give Supply Chain Management (SCM) Probity Audits and Revenue Assurance Services team advice and input, and set performance standards and guidelines for Internal Audit division to help improve the long-term efficiency and effectiveness of the division. Planning, Execution and Reporting of planned engagements as per the approved Internal Audit Plan to the Audit, Risk and Compliance Committee (ARCC) and Board, Planning, Execution and Reporting of Integrity Reviews on tenders above R10 million, including RFA's and RFP's to the Executive Bid Adjudication Committee (EBAC), Bid Procurement Committee (BPC) and the Board. Management of the Commercial Audit Assurance Services team (People Management). Development and the management of the budget (Financial Management) Management of clients and service providers (internal and external) together with committees (Stakeholder management). Ensure that all engagements are performed in line with applicable Internal Audit standards (IPPF), and also other applicable legislation (PFMA, NT, PPPFA, SCM Policy, Constitution, SITA Act etc). (Governance) Provide governance, risks and control services within the SCM environment.

#### Key Responsibility Area

- Update the annual Internal Audit strategic documents, Strategic and detailed operational audit schedules/plans for SCM and Revenue Assurance Services (SCM& RAS), in accordance with the acceptable audit standards by conducting an enterprise wide risk assessment and within the stipulated timeframe so that an effective and efficient audit process exists to assist management and the board in achieving the strategic objectives.
- Assist in preparation of EXCO and the Audit, Risk and Compliance Committee factual audit reports on significant findings and recommendations, audit activities and progress against the annual audit plan in line with the audit cycles as approved by the Board/Audit Committee.
- Utilisation of the audit software / tools / resources to support / assist the Internal Audit function to perform their responsibilities / work the more effective and efficient.
- Manage relationships with Clients (with Auditees) and stakeholders through regular liaison and consultations with the objective of achieving improved client satisfaction.
- Ensure effective management of resources (i.e. budget/finances, asset) within the Unit.
- Ensure effective Human Capital Management (Leadership).
- Performance of Planned Engagements as per Internal Audit Plan and ad-hoc audit engagements.

- Performance of Integrity Reviews as per approved SCM Policy (CAAS Mandate) and managing of external auditors as per panel of external auditors RFA. All tenders above R10 million (RFA, RFP, RFQ, SS, SSP) and below on an ad-hoc basis reviewed by CAAS.

### Qualifications and Experience

**Minimum:** 3–4-year National Higher Diploma / National First Degree in Accounting and/or Internal Audit / NQF level 7 or a verified / certified alternative equivalent @ NQF Level 7 with the equivalent credits of a National Qualification. Must be a member of Institute of Internal Audit of South Africa (IIASA) in good standing.

**Experience:** 8 – 9 years' experience in an audit, SCM probity or integrity audit reviews and internal audit field of which 5 years should be at middle or senior management level. The incumbent will be required to engage with various stakeholders/role players and to travel nationally/internationally, as and when required and comply with IIA(SA) code of conduct. Added advantage, should have served Internal Audit Articles with IIASA or South African Institute Chartered Accountants articles with SAICA under a training office.

### Technical Competencies Description

Understanding of various and relevant legislation: Knowledge of finance and accounting systems and practices; Professional Standards for the Practice of Internal Auditing; Internal Audit Principles; Project management; Policy Review; Risk Management; People management; Business advisory; Risk Based auditing; Analytical; SCM probity or integrity reviews ; Monitoring and Reporting; Auditing skills; Data analysis; Project management skills; Agile audit approach; Report writing skills; Facilitation and presentation skills. Personal Attributes: Agility, Innovation, Integrity, Collaboration, Customer Centricity, Empathy.

**Technical competencies:** Project/Programme Management; IT Risk Management; and Corporate Governance.

**Leadership competencies:** Collaboration; Communicating and Influencing; Honesty, Integrity and Fairness; Outcomes driven; Planning and Organising; Creative Problem Solving; Managing People and Driving Performance; Decision-making; Responding to Change and Pressure.

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

### 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: 01 October 2024**

## Disclaimer

SITA is an Employment Equity employer, and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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 considered.