



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

2 May 2019

The following vacancy exists at NSFAS in Cape Town.

Position	Internal Audit Lead	Type & Grade	Permanent (Grade 13)
Vacancy No	81 of 2019/20	Department & Unit	Governance, Risk & Compliance

POSITION OVERVIEW:

The internal audit function has been outsourced historically. This function is now being insourced and this role will be responsible for leading the internal unit. The role will take responsibility for establishing and strengthening the third line of defence for NSFAS and contribute to improved governance, risk and controls, including culture, across all lines of defence. The successful incumbent will report to Governance Risk and Compliance Executive.

RESPONSIBILITIES:

Internal Audit Oversight and Strategy

- Establish an in-house internal audit unit
- Develop and maintain the internal audit strategy and charter

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- Define and maintain the combined assurance framework and drive implementation
 - Develop and maintain a risk based, three-year internal audit rolling plan
 - Manage the internal audit budget
 - Work across the GRC unit to strengthen the unit overall and contribute to its overall success (not just that of internal audit)

Internal Audit Operations

- Develop, implement and maintain an internal audit quality standard, methodology as well as documentation standards for the in-house internal audit unit
- Execute the internal audit plan as approved by the relevant oversight committee, as well as ad hoc management requests in terms of the agreed priorities
- Provide assurance with respect to the combined assurance framework, including the compliance assurance framework, as agreed
- Deliver the internal audit plan within agreed milestones and budgets

Internal Audit Talent Management

- Ensure that all staff members in the unit, including self, have agreed and signed individual performance scorecards and development plans
- Ensure that all staff members in the unit remain abreast with technical professional development matters
- Ensure that the staff members in the unit remain abreast with organizational changes

Internal Audit Impact and Reporting

- Report on all internal audit activity at agreed intervals
- Report on internal audit outcomes
- Collaborate with line one and two in order to bring about recommended changes to the governance, risk and control landscape, such that line one and two are strengthened
- Provide input and advice as follows (this is not exhaustive and is to be used as a guide):
 - Business improvements opportunities
 - Risk matters
 - Regulatory matters
 - Forensic matters
 - Cyber matters
- Governance matters, including policy improvements
- General governance, risk and control improvements

Managing Stakeholders

- Develop the specifications for any external assistance required (for example, IT internal audit and institutional audits)
 - Follow through with supply chain processes and ensure compliance
 - Manage the performance of external parties and ensure that they deliver on time and on budget to the desired quality levels
 - Contribute to managing the liaison role with external auditors (AGSA)
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DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- CA (SA), or similar qualification with extensive experience in internal auditing
- Member of the Institute of Internal Audit
- At least 12 years' proven experience in internal auditing
- Proven experience of positively impacting line one and two from a governance, risk and control perspective
- Has extensive experience leading and directing teams
- Demonstrated capability in internal audit methodology and ability to set up internal audit charters and quality standards
- Demonstrated capability in playing a QA role on assignments
- Demonstrated experience in reporting to executives and boards on governance, risk and control matters
- Knowledge of Public Financial Management Act

Beneficial skills and experience:

- Comfortable with ICT systems and controls
- Knowledge of NSFAS Act.
- Experience in both the financial service and government sectors
- Exposure to the higher education sector

Core Competencies:

- Analytical thinking and ability to probe down to level of detail
- Maintaining objectivity and professional scepticism
- High ability to collaborate with line one and two in order to effect change
- Highly competent in both written and verbal communication skills
- Able to manage the unit and all resources
- Ability to maintain a sense of resilience when faced with challenge
- Ability to work at a fast pace and remain abreast in times of high change
- Ability to manage teams in order to achieve and maintain high performance
- Remaining technically abreast with professional development matters
- Ability to manage external resources and oversee any additional co-sourced contracts

Computer skills required:

- MS Word – Intermediate
 - MS Excel – Intermediate
 - MS Power Point – Intermediate
 - MS Outlook – Intermediate
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REMUNERATION & BENEFITS

Remuneration Package:

R 1 005 063 to R 1 183 932 per annum

Total Cost to Company per annum inclusive of all benefits and company contributions.

PLEASE NOTE

Closing date: 16 May 2019

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Fayroes Sherry via email jobs@nsfas.org.za. NSFAS do not consider late applications. Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates. NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful.

** NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations **

“NSFAS is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the organisation through filling of this position and candidates whose appointment will promote representivity will receive preference.”

10 Brodie Road, House Vincent, 2nd Floor, Wynberg, Cape Town, 7700 | Private Bag X1, Plumstead, Cape Town, 7800

Tel No.: 0800 067 327 | 021 763 3200 | Email: jobs@nsfas.org.za
