



National Student Financial Aid Scheme

## Job Specification & Recruiting Profile of Vacancy

9 May 2019

The following vacancy exists at NSFAS in Cape Town.

<b>Position</b>	Internal Audit Senior	<b>Type &amp; Grade</b>	Permanent (Grade 11)
<b>Vacancy No</b>	86 of 2019/20	<b>Department &amp; Unit</b>	Governance, Risk & Compliance

### POSITION OVERVIEW:

The internal audit function has been outsourced historically. This function is now being insourced and this role will be to assist the Lead Internal Auditor in the execution of the internal audit plan, and any other related matters as these arise.

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## **RESPONSIBILITIES:**

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### **Internal Audit Operations**

- Execute the 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
- Deliver the internal audit plan within agreed milestones and budgets

### **Internal Audit Talent Management**

- Contribute to knowledge development and maintaining professional standards

### **Internal Audit Impact and Reporting**

- Contribute to internal audit reporting at agreed intervals
- Working with the Internal Audit Lead, 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**

- Contribute to the specifications for any external assistance required (for example, IT internal audit and institutional audits)
  - Ensure compliance to all supply chain processes
  - Work collaboratively with external parties and in order for them to 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**

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### **Minimum requirements:**

- Bachelor's Qualification
- Member of the Institute of Internal Audit, or studying towards attaining this
- Professional Qualification (CIA, CA) or other relevant Professional Membership.
- At least 7 years' proven experience in internal auditing
- Proven experience of leading and directing internal audit teams
- Demonstrated capability in implementing internal audit methodology and quality standards
- Demonstrated capability in playing a QA role on assignments
- Demonstrated ability in executing internal audits and significantly contributing to internal audit outcomes
- Demonstrated ability in drafting internal audit reports, and other communications as these arise
- 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
- Ability collaborate with line one and two in order to build constructive working relationships and maintain a reputable internal audit team
- Competent in both written and verbal communication skills
- Able to oversee the day to day activities of the internal audit 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 lead and direct teams in order to achieve and maintain high performance
- Remaining technically abreast with professional development matters
- Work collaboratively with any co-sourced partners and other stakeholders, such as the AG

### **Computer skills required:**

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

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### Remuneration Package:

R 697 011 to R 821 052 per annum

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

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## PLEASE NOTE

### Closing date: 23 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](mailto: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. “**

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