



**DIVISION: OFFICE OF THE VICE-
CHANCELLOR AND PRINCIPAL**

DEPARTMENT: INTERNAL AUDIT

**POST: SENIOR SPECIALIST INTERNAL
AUDIT**

**POST N°: 2035
PEROMNES GRADE: 5**

JOB DESCRIPTION

The Senior Specialist, Internal Audit, plays a critical role in conducting independent and objective assurance and consulting activities designed to add value and improve the organization's operations.

The Senior Specialist, Internal Audit is responsible for planning, executing, and leading internal audits across VUT. The role involves assessing and evaluating the effectiveness of internal controls, risk management processes, and governance procedures to ensure compliance with applicable regulations, policies, and standards. The Senior Specialist will also play a key role in advising management on risk mitigation strategies and identifying opportunities for operational improvements.

Key performance areas include but are not limited to:

- Audit, Planning and Execution
- Risk Management
- Internal control assessment
- Compliance, regulatory and monitoring
- Reporting and documentation
- Leadership and management

APPLICATION CRITERIA:

Qualification and Experience:

- Bachelor's degree in Internal Auditing, Accounting, Finance, Business Administration, or related field.
- Professional certifications completed / attained 2 parts of CIA/ completed IAT/PIA/CCSA/CRMA /Passed CRM Prac (SA) Board 1 Exam.
- Member of the SA Institute of Internal Auditors/IRMSA.
- Minimum of (10-12) years of experience in internal auditing, risk management and compliance.
- Experience in leading audits and providing recommendations to senior management.
- Strong knowledge of auditing standards, risk management frameworks, and regulatory compliance requirements.
- Previous experience in conducting probity audits.
- Previous experience working in a large organization or in industries with complex regulatory requirements is preferred.

Added Advantage:

- Professional certifications such as CIA (Certified Internal Auditor).
- Or a Master's Degree in Internal Auditing/ Risk Management/Accounting/ MBA
- Experience working with/in higher education.
- Previous experience investigations as and when required (ad hoc management/ requests from governance structure).
- IODSA Membership.
- 13 years and above.

Skills and Competencies:

- **Technical Skills:**
 - Implementation of the full internal audit process from planning to reporting.
 - Understanding of the risk management architecture and interface with internal audit.
 - Proficiency in audit software and Microsoft Office Suite (Excel, Word, PowerPoint).
 - Familiarity with data analytics tools and techniques to identify trends and risks in financial and operational data.
 - Implementation of a combined assurance model.
- **Soft Skills:**
 - Strong analytical, problem-solving, and critical thinking skills.
 - Excellent communication skills, both written and verbal, with the ability to communicate complex audit findings to non-technical stakeholders.
 - Attention to detail and ability to work under tight deadlines.
 - Strong leadership and interpersonal skills, with the ability to mentor and guide team members.
 - Conflict resolution.

Key Attributes:

- High level of integrity and ethical standards.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Proactive approach to identifying and solving problems.
- Ability to handle sensitive and confidential information with discretion.

CLOSING DATE FOR APPLICATIONS: 30 April 2025

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
2. A detailed curriculum vitae (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic certificates/degrees

4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment4@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Business Partner: Ms S Nortje Tel 016 950 9695/ email address: gerbrechtn@vut.ac.za

Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

