

DIVISION: Office of the Vice-Chancellor & Principal

DEPARTMENT: N/A

POST: Senior Specialist Internal Audit

POST N^o: 7462

PEROMNES GRADE: 05

JOB DESCRIPTION:

The Vaal University of Technology (VUT) invites applications for the position of Senior Specialist Internal Audit in the Office of the Vice-Chancellor & Principal. 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 organisation'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

The key performance areas include, but are not limited to, the following:

1. Audit planning and execution
2. Risk management
3. Internal controls assessment
4. Compliance, regulatory and monitoring
5. Reporting and documentation
6. Leadership

APPLICATION CRITERIA:

Qualifications and Experience:

- Bachelors degree in Accounting, Finance, Business Administration, or a related field.
- Professional certifications such as CIA (Certified Internal Auditor), with completion of the IAT, PIA and CIA competency of assessments
- Membership of the Institute of Internal Auditors South Africa (IIA SA)
- Minimum of 5 to 7 years' of experience in internal auditing, risk management or related fields
- Experience in leading audits and providing recommendations to senior management
- Strong knowledge of auditing standards, risk management frameworks, and regulatory compliance requirements
- Previous experience working in a large organisation or in industries with complex regulatory requirements will be advantageous
- A Masters' degree will be an added advantage.

Competencies and Skills

- **Technical Skills:**
 - 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.
- **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.

CLOSING DATE FOR APPLICATIONS: 2 June 2026

Application requirements:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
2. A detailed curriculum vitae (explicitly stating relevant experience or knowledge in the fields mentioned above)
3. Certified copies of all qualifications
4. A certified copy of your South African identity document
5. Contact details of referees
6. Applications must be emailed to recruitment10@vut.ac.za. Please quote the post reference and post description in the subject line.
7. **No manual applications will be accepted. Incomplete applications, or applications submitted without the application form and required supporting documents, will be disregarded.**
8. Only applications submitted using the official VUT application for employment form will be considered.
9. Correspondence will only be entered into with shortlisted candidates. If you do not hear from VUT within 3 months of the closing date, please regard your application as unsuccessful.

Enquiries: Ms S Nortje: Tel: 016-950 9695/email: gerbrechtn@vut.ac.za

Please Note

By submitting your application, you consent to VUT verifying your qualifications and sharing your personal information with the selection panel and other authorised persons involved in the recruitment process. Candidates with foreign qualifications must submit a South African Qualifications Authority (SAQA) certificate of evaluation. VUT is an equal opportunity and affirmative action employer. In compliance with the Employment Equity Act No. 55 of 1998 (as amended), and in line with its Employment Equity Plan and Recruitment Policy, preference will be given to suitably qualified candidates from designated groups, and preference will be given to African, and Coloured, applicants, and persons with disabilities. VUT reserves the right not to make an appointment.

The Applicant acknowledges and agrees that VUT will collect, process, and store the Applicants' personal information in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA), for the purposes of the recruitment and selection process.

VUT will take reasonable steps to protect **applicants'** personal information from **unauthorised** access, use, or disclosure. Applicants have the right to access, correct, or delete their personal information at any time.

Litigation Waiver

The Applicant agrees to waive all claims against VUT arising from the collection, processing, storage, or sharing of personal information in accordance with this clause.

