

Are you smart? Professional? Efficient? Effective? Passionate about your work?

The Government Pensions Administration Agency (GPAA) is a government component which reports to the Minister of Finance and administers funds and schemes on behalf of the Government Employees Pension Fund (GEPF), the largest pension fund in Africa. It thus administers the pension affairs of approximately 1,7 million government employees and those of pensioners, spouses and dependants.

To meet the needs of our changing client base, the GPAA is modernising. In order for this modernisation to be effective, we are looking to bring bright and enthusiastic professionals from all disciplines of life, who are interested in contributing towards positive change, into our fold. If this is you, please apply for the post detailed below:



MANAGER - IT AUDIT: INTERNAL AUDIT (MITA/IA/2016/05-1P) GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA) R612 822 to R721 878 per annum (all inclusive package) PRETORIA

One position as Manager IT Audit exists within GPAA. The role will be filled permanently. The purpose of the role is to manage the completion of the IT Audit plan in accordance with the IT audit methodology.

KEY RESULT AREAS:

The key output for this position includes but is not limited to:

Business acumen and stakeholder management:

- Contribute in raising awareness of the Internal Audit Unit with specific emphasis on IT Audit
- Manage the Internal Audit activities to achieve the Internal Audit strategic and operational objectives
- Liaise and co-coordinate with internal and external stakeholders (Auditor General, Enterprise Risk Management, Executive and Senior Management of GPAA, AC, FAC) on audit related matters
- Establish, influence, build and maintain good relations with internal and external stakeholders
- Contribute towards the delivery of any initiatives or recommendations by the Audit Committee

Risk assessment and IT Audit plan:

- Contribute to the revision of the annual risk assessment which identifies significant IT risks to GPAA.
- Development of the 3 year rolling audit plan and detailed annual IT audit plan for GPAA
- Participate and contribute in the ongoing review and amendment of IT Audit unit's plans and strategies to ensure alignment with IA strategies
- Execute IT audits
- Manage and provide expert advice and guidance on IT audits to be conducted by Senior and Junior Specialists – IT Audit
- Communicate draft IT audit plan to internal and external stakeholders

IT Assurance and consulting services:

- Execute and manage all IT audits conducted within GPAA
- Ensure that planning for the IT audits is done quarterly in advance and resources are correctly allocated based on skills required and availability
- Manage the quality of the following: Notification and engagement letters, audit programs, working papers, draft and final audit reports
- Ensure successful delivery of projects via coordination of activities to improve effectiveness, synergy, service, productivity, etc
- Conduct final quality assurance of the work performed, audit file and audit reports before submitting to the Senior Manager - IT Audit
- Assist in providing feedback and clarification to the client with regards to the IT audit reports

Process improvements and research:

- Continuously seek opportunities to improve current processes that will enhance efficiency
- Keep abreast of global trends, new developments in the IT audit environment and emerging technologies by attending conferences, chapter meetings and conducting research to develop a level of expertise commensurate with experts in the IT audit field
- Manage a findings register to ensure that corrective action is taken timeously on issues relating to IT Audit risks
- Manage a sustainable Audit Strategy, IT Audit Methodology and Resource Plan to ensure continuity of IT audit services

Management reporting:

- Manage the IT audit reporting processes
- Ensure that all IT Audit reports are discussed with all relevant stakeholders within GPAA and GEPF
- Assist with review and quality assurance of the Audit Committee pack deliverables
- Ensure that all IT Audit reports meet the relevant auditing standards before submission to Chief Audit Executive, the client and Audit Committee

Management of the operational team:

- Review and approve training plan for IT audit team, build skills, capacity, processes and technology support to enable the achievement of objectives
- Engage staff regularly and manage direct reports to obtain maximum output
- Ensure coordination and prioritisation of resources across projects
- Ensure the transfer of IT audit skills amongst the teams
- Anticipate challenges/issues/problems and develop tactical plans for problem resolution. Draw on own functional, technical and professional knowledge to identify and develop or recommend solutions to defined problems

Management reporting:

- Establish a culture of excellence through effective implementation of the performance management system
- Providing opportunities for Junior and Senior IT Audit Specialists to

develop their competencies

- Coach the IT Audit team on their performance and professional development when and where required
- Reviewing and advising on the training needs after performance appraisals
- Manage career planning and performance management
- Manage recognition as well as training and development

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in Internal Auditing or BCOM Information Systems or Computer Science or equivalent three year qualification in IT (with at least 360 credits) from an accredited tertiary institution that equals a NQF 7
- Post graduate qualification such as the Certified Information Systems Auditor (CISA) will be an advantage
- Six years of full-time experience in Information Technology auditing, including three years of supervisory/management or project management experience
- Additional professional certifications relating to IT audit domain such as Certified Information Security Manager (CISM) or Certified Information System Security Practitioner (CISSP) will be an advantage

KNOWLEDGE:

- Knowledge of IT Auditing (Expert knowledge in at least 5 areas) – IT Governance, IT Risk Management, IT Strategy, IT Contracts and Service Level Agreements, IT Software Licensing, Application Control Reviews, General Control Reviews, Networking – Firewalls, Routers, Web Applications, External and Internal Threat and Vulnerability Assessments, Virtual Private Network, Wireless, Encryption, Operating Systems, Databases, Physical Security, Information Security and IT Policies and Procedures, IT Project Management, Business Continuity and Disaster Recovery, IT Audit Standards, Information Security and Data Analytics
- Knowledge of COSO, COBIT and ITIL internal control framework and other related IT Audit frameworks
- Considerable knowledge of the International Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors
- Knowledge of management information systems terminology, concepts, and practices
- Possess considerable knowledge of computer technology, computer operations and system security
- Considerable knowledge of industry programs, policies, procedures, regulations and laws

COMPETENCIES:

- Be familiar with IT audit and control objectives and have the ability to analyze their application in the company's automated systems.
- Proficient in the use of data extraction and analysis tools
- Demonstrated computer skills (Excel, Word, PowerPoint, Access, and ACL)
- Skills in conducting quality control reviews of audit work products.
- Skills in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions.
- Ability to communicate derived IT Audit assessment and recommend, establish, modify and/or implement internal controls to mitigate findings
- Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines
- Considerable skill in negotiating issues and resolving problems.
- Skill in using computer with word processing, spreadsheet, and other business software to prepare reports, memos, summaries and analyses
- Knowledge, capabilities and practices associated with computer architectures and computer-based information systems related to business operations and mission support
- Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations
- Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment
- Analytical thinking
- Display resilience
- Display high standards of ethical conduct
- Concern for quality and order
- Concern for quality and order

PLEASE NOTE: Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Ms Mapule Mahlangu on 012 399 2639, Government Pensions Administration Agency (GPAA), hand delivered to 34 Hamilton street, Arcadia, Pretoria, before 12h00 on closing date.

Closing date: 06 June 2016 before 12h00 noon. No faxed/e-mailed or late application will be accepted.

Requirements of Applications: Must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <http://www.gpaa.gov.za> (Originally signed). Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID and drivers license if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than three months. Application that do not meet the above requirements will be deemed as unsuccessful.

Candidates must agree to the following: Signing a Declaration of Secrecy, that a thorough reference and Security Clearance check with regard to work performance will be done, South African citizenship, qualifications, criminal and credit record can be done and if it is not positive, the candidate can be asked to leave the service of the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Government Pensions Administration Agency reserves the right not to fill the advertised position. It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short listed candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test.



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA