



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	SITA/20260121/2733
BPS Vacancy Number:	VAC00245/25 & VAC00601/25 (RE 02)
Job Title:	Senior Internal Auditor
Job Level:	C4
Vacancy Type:	Internal
Salary Range:	R409935.00 - R614903.00
Organisation Name:	State Information Technology Agency
Division:	IA: Exec Internal Audit
Department:	IA: Commercial Audit Assurance Services
Employment Type:	Permanent
Location:	SITA Erasmuskloof
Number Of Openings:	2

#### Purpose of Job:

Co ordinates audit procedures and processes, monitoring compliance and, conducting investigations and risk analysis to determine the extent of variation or non conformance to statutory requirements, policies and procedures, preparing and presenting comments and opinions and providing guidance on the interpretation of principles to enable re alignment of functions and responsibilities ensuring the activities of SITA are conducted and concluded in a credible manner

#### Responsibilities:

- Monitoring compliance
- Audit investigations
- SCM reviews and compliance verifications
- Risk analysis
- Information dissemination; Information management and reports.

#### Qualifications and Experience:

Minimum: Diploma /bachelor's degree in Auditing / Accounting (minimum NQF Level 6).

Experience: 3-4 years' Auditing experience, which includes experience in probity review and at least 1-year experience at a supervisory level. The incumbent will be required to engage with various stakeholders/role players and to travel nationally/internationally, as and when required.

#### Knowledge:

Knowledge of: The Auditing process, applications and principles to enable analysis, evaluation and reporting; Understanding of various and relevant legislation; SCM Audit Principles; Professional Standards for the Practice of Internal Auditing; Internal Audit Principles; Project management.

Skills: Business Writing, Project/Programme Management, Corporate Governance

#### Technical Competencies

##### Business Writing

Conveys written information and business reports in a detailed and effective manner to individuals or groups to ensure that they understand the message.

##### Project/Programme Management

The management of projects/programmes, typically (but not exclusively) involving the development and implementation of business processes to meet identified business needs, acquiring and utilising the necessary resources and skills, within agreed parameters of cost, timescales, and quality. The adoption and adaptation of project management methodologies based on the context of the project and selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches.

##### Corporate Governance

Company Secretary, Legal, Internal Audit, Risk management

Interpersonal and Behavioural Competencies
<p><b>Active listening</b></p> <p>The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.</p>
<p><b>Attention to Detail</b></p> <p>The ability to ensure information is complete and accurate.</p>
<p><b>Analytical thinking</b></p> <p>Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.</p>
<p><b>Disciplined</b></p> <p>Showing a controlled form of behaviour or way of working, diligently.</p>
<p><b>Resilience</b></p> <p>The ability to effectively handle disappointment, rejection and set-backs while still working well and meeting deadlines.</p>
<p><b>Stress Management</b></p> <p>The ability to keep functioning effectively when under pressure and maintain self control in the adversity.</p>

Additional Requirements
N/A

How to apply
<p>To apply please log onto the e-Government Portal: <a href="http://www.eservices.gov.za/">http://www.eservices.gov.za/</a> and follow the following process;</p> <ol style="list-style-type: none"> <li>1. Register using your ID and personal information;</li> <li>2. Use received one-time pin to complete the registration;</li> <li>3. Log in using your username and password;</li> <li>4. Click on "Employment &amp; Labour";</li> <li>5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;</li> </ol> <p>Or, if candidate has registered on eservices portal, access <a href="http://www.eservices.gov.za/">http://www.eservices.gov.za/</a>, then follow the below steps:</p> <ol style="list-style-type: none"> <li>1. Click on "Employment &amp; Labour";</li> <li>2. Click on "Recruitment Citizen";</li> <li>3. Log in using your username and password;</li> <li>4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;</li> </ol> <p>For support, please send an email to: <a href="mailto:egovsupport@sita.co.za">egovsupport@sita.co.za</a> or Call: 0801414882</p>

**Closing Date : 04 Feb 2026**

Disclaimer
<p>SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan Correspondence will be limited to short listed candidates only Preference will be given to members of designated groups</p> <ol style="list-style-type: none"> <li>1 If you do not hear from us within two months of the closing date, please regard your application as unsuccessful</li> <li>2 Applications received after the closing date will not be considered Please clearly indicate the reference number of the position you are applying for</li> <li>3 It is the applicant s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority SAQA</li> <li>4 Only candidates who meet the requirements should apply</li> <li>5 SITA reserves a right not to make an appointment</li> <li>6 Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant s documents Qualifications , and reference checking</li> <li>7 Correspondence will be entered to with shortlisted candidates only</li> <li>8 CV s from Recruitment Agencies will not be considered</li> <li>9 CV s sent to incorrect email address will not be considered</li> </ol>

\*\*\*\*\*NB: EMAILED CV'S WILL NOT BE ACCEPTED\*\*\*\*\*