



ORBIT TVET COLLEGE

AUDIT COMMITTEE MEMBERS

ORBIT TVET College invites experienced candidates to serve on the Audit and Risk Committee of the College Council.

1. IT GOVERNANCE SPECIALIST

The successful candidates will advise the College Management and Council, and play an oversight role on all IT-related matters

Requirements:

BSc in Computer Science or related field • Three plus (3+) years of progressive IT Audit, IT internal controls development and/or Risk Management experience • Ten plus (10+) years of IT or customer service progressive professional experience • Three plus (3+) years IT change management and/or process improvements experience • Computer literacy with the ability to use Windows, Desktop Applications suite software packages, and other Windows-based software • Professional certification (e.g. CISA, COBIT, CGEIT etc). • Experience in the implementation and management of IT systems

Key Performance Areas:

Participate in ICT risks, compliance and internal control quality assurance design and effectiveness testing to support the adequacy, effectiveness and sustainability of risk, control and governance frameworks • Collaborate with Internal Audit, External Audit, ICT controls owners and ICT management to proactively strengthen ICT controls and to ensure compliance with all applicable policies and regulatory requirements • Participate in the identification, registration and remediation of ICT risks with relevant stakeholders • Provide and advice ICT management and control owners in the implementation of industry leading practices • Ensure the development of communication methodologies, internal tracking systems and ICT standards • Ensure transparent communication of ICT activities and management processes to satisfy the board other stakeholders • Advice the College Council on the strategic direction of ICT and alignment of ICT with sector imperatives

2. FINANCE SPECIALIST

The successful candidates will advise the College Management and Council and play an oversight role on all finance-related matters

Requirements:

A BCom Degree/Honours in Economics, Finance, Accounting or Auditing. • C.A (SA), CIA, CISA and related professional qualifications • Ten plus (10+) years of Senior Management experience in the areas of Risk, Audit, Governance, Finance, Forensics and/or Economics • At least two years' experience as a member of an Audit and Risk Committee or Executive Council • An understanding of applicable Finance/Accounting practices; Risk Management practices; internal controls; legislative requirements in the public sector; and accounting and audit practices applicable to the public sector.

Key Performance Areas:

Participate in the design and effectiveness testing of internal controls to support the adequacy, effectiveness and sustainability of risk management, control and governance processes • Collaborate with Internal Audit, Finance controls owners, External Audit and College Management to proactively strengthen finance controls and to ensure compliance with all applicable policies and regulatory requirements • Participate in the identification, evaluation and remediation of Finance risks with relevant stakeholders • Provide and advice Finance Management in the implementation of industry leading practices • Ensure transparent communication of Finance activities and management processes to satisfy the College Council and other stakeholders • Advice to the College Council on the strategic direction of Finance and alignment of Finance processes with sector imperatives.

Term of office and remuneration:

The term of office for members of the Audit Committee is three years, after which the College Council and the Accounting Officer can conduct a review and renew for further three years. The remuneration of the members of the Audit Committee is determined by the policy of the College. The Committee holds a minimum of four meetings per financial year

Suitable candidates should forward a letter of application, recent Curriculum Vitae as well as certified copies of qualifications and ID to:

The College Principal, ORBIT TVET College, Private Bag X 82096. Rustenburg, 0300 or hand deliver at: ORBIT TVET College, Central Office, Fatima Bhayat Street, Rustenburg.

Please note: No faxed or emailed applications will be considered. Failure to submit all requested documents will result in the application not being considered.

CLOSING DATE: FRIDAY, 31 JULY 2015

Enquiries: Ms A van Heerden (Governance and Management Secretary) – 014 592 7014

Email: avanheerden@orbitcollege.co.za