



ORBIT TVET COLLEGE

AUDIT AND RISK SUB-COMMITTEE MEMBER

ORBIT TVET College invites an experienced candidate to serve on the Audit and Risk Sub-Committee of the College Council.

Term of Office and Remuneration package: The member will be remunerated according to the tariffs approved by the Department of Higher Education and Training. The Term of Office of the Committee will be for a period of five (5) years, or, until the successor are duly appointed, until retirement, resignation, death or removal by Council.

IT GOVERNANCE SPECIALIST

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

Requirements:

A 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 Responsibilities:

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 control 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 of other stakeholders • Advice the College Council on the strategic direction of ICT and alignment of ICT with sector imperatives • Regulates and discharges all its responsibilities as contained in a charter, outlining the appropriate formal terms of reference • The Audit and Risk Committee will meet at least four (4) times a year

Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful.

Enquires: Ms A van Heerden, Tel: 014 597 5500
Email: avanheerden@orbitcollege.co.za

To apply, please submit a letter of application, recent Curriculum Vitae as well as certified copies of qualifications and Identity Document. Applications must be forwarded to: The Principal, ORBIT College, for attention: Ms A van Heerden, Private Bag X82096, Rustenburg, 0300 or hand delivered to: The Principal, ORBIT College, Central Office, for attention: Ms A van Heerden, Fatima Bhayat Street, Rustenburg

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

Closing Date: Monday 22 May 2017