

JOB PROFILE

Profile Executive Internal Audit

MITA Career Level 3

Based on SFIA v6 Responsibility Levels

SUMMARY STATEMENT

Executes processes to meet service requirements.

MISSION

Provides client support and processes activity.

DELIVERABLES

Accountable	• Processes
Responsible	• Service
Contributor	• Activities

MAIN TASKS

- Assists / Executes policy and processes in own area of responsibility
- Assists / Implements policy / processes in own area of responsibility
- Provides client support through facts and information
- Assists / Investigates and resolves issues
- Compiles reports as instructed
- Maintains information in area of responsibility up to date
- Assists with roll out of initiatives in own area of responsibility and as required
- Implements activities during the year
- Other duties as assigned including all duties pertaining to the previous level

ESSENTIAL BASIC ATTRIBUTES *Based on SFIA v6 according to Responsibility Levels*

Autonomy	Works under general direction. Uses discretion in identifying and resolving complex problems and assignments. Usually receives specific instructions and has work reviewed at frequent milestones. Determines when issues should be escalated to a higher level.
Influence	Interacts with and influences colleagues. Has working level contact with customers, suppliers and partners. May supervise others or make decisions which impact the work assigned to individuals or phases of projects.
Complexity	Performs a range of work, sometimes complex and non routine, in a variety of environments. Applies methodical approach to issue definition and resolution.

Business Skills	Demonstrates an analytical and systematic approach to issue resolution. Takes the initiative in identifying and negotiating appropriate personal development opportunities. Demonstrates effective communication skills. Contributes fully to the work of teams. Plans, schedules and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation, standards and procedures. Appreciates the wider business context, and how own role relates to other roles and to the business of the employer or client.
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ESSENTIAL PROFESSIONAL ATTRIBUTES *(Further explained in Appendix I)*

Generic Competencies

Organisational Awareness
 Financial Awareness
 Human Resources Management
 Customer Service Awareness

Domain Specific Competencies

Internal Audit

ESSENTIAL SOFT SKILLS *Based on ESCO database (Appendix II)*

Social Skills – Working with others and as a team
 Attitudes and Values
 Thinking – Creative and Analytical
 Communication – Verbal and non-Verbal

ELIGIBILITY CRITERIA

One of the following in areas related to either Internal Auditing or Finance or IT:

- i. A qualification in a related area (MQF Level 5 OR higher); OR
- ii. A qualification in a related area (MQF Level 4) AND an additional 1-year experience in a related area; OR
- iii. 2 years' experience in a related area.

REPORTING LINE

Reports to	Head of Department or delegate
Interacts with	Peers
Supervises	None

WORKING CONDITIONS

Normal hours with possibility to provide support in crisis situations after office hours or on weekends.

APPENDIX I – ESSENTIAL PROFESSIONAL ATTRIBUTES

Generic Competencies

Organisational Awareness

a) Understands the linkage between the Agency's strategy, business plan, customers and suppliers.

- b) Understands own and others role and responsibilities within the Agency.
- c) Understands the contribution of own area of work towards the achievement of the Agency's mission, making recommendations as appropriate.

Financial Awareness

Human Resources Management

- a) Awareness of the Agency's HR philosophy as expressed in the Agency Values.
- b) Awareness of the importance of resource planning, organisation design and development towards the achievement of the Agency's mission, making recommendations as appropriate.
- c) Awareness of the Agency's HR initiatives, policies and frameworks including those related to learning, career progression, performance and reward.

Customer Service Awareness

- a) Understands the importance of customer service to an organisation.
- b) Understands own duties with respect to ensuring a good customer experience.
- c) Works towards the required levels, standards and targets of customer service to ensure a good customer experience.

Domain Specific

Internal Audit

- a) Identify and Assess areas of significant business risk.
- b) Implement best audit and business practices in line with applicable internal audit statements.
- c) Identify and reduce business and financial risks through effective implementation and monitoring of controls.
- d) Develop, implement and maintain internal audit policies and procedures in accordance with local and international best practice.
- e) Compile and implement the annual Internal Audit plan.
- f) Conduct ad hoc audits into identified or reported risks.
- g) Oversee risk-based audits covering operational and financial processes.
- h) Ensures complete, accurate and timely audit information is reported to senior Management.

APPENDIX II - ESCO DATABASE**Social Skills**

Working with Others - work as part of a team

- Accept constructive criticism
- Collaborate on tasks
- Foster social networks
- Give constructive criticism
- Share information
- Share opinions
- Share resources

Attitudes and Values at Work

Attitudes

- Demonstrated commitment – attend to detail, attend to quality, be curious, make an effort, meet commitments, persist, show enthusiasm, work efficiently, work independently
- Handles challenges – adapts to changes, build on experience, cope with pressure, deal with uncertainty, learn from mistakes, manage frustration

Values

- Follow ethical work practice – identify environmental impact, identify ethical issues, identify social impact, make ethical choices, reflect on own work practices
- Show respect – demonstrate tolerance, show consideration, show good manners, treat people fairly, work with different viewpoints

Thinking

Creative and Entrepreneurship

- Generate new ideas – anticipate needs, experiment, recognise opportunity, show originality, visualise completed work
- Turn new ideas into action – adapt implementation strategy, create implementation strategy, produce original work

Critical thinking

- Examine evidence – check facts, consider alternative views, consider impact of judgement, critique reasoning, notice bias
- Explore issues – ask key questions, draw conclusions, explain reasoning, identify live topics, identify patterns, make judgements, question assumptions, recognise connections

Learning

- Manage learning process – monitor learning process, plan learning, use different learning strategies
- Manage the learning self – prioritise learning tasks, reflect on learning process

Planning own work

- Follow plan – monitor progress
- Manage time – work out time-line
- Sets target – identify tasks

Problem Solving

- Analyse the problem – examine causes of problem, explore context of problem, identify stakeholders involved
- Plan for action – devise strategy, prioritise actions, set goals
- Take action to solve the problem – coordinate actions, evaluate success, implement strategy, multi-task, troubleshoot

Communication

Non-verbal communication

- Respond to cultural differences
- Understands non-verbal cues – read different types of eye contact, read different types of touch, read facial expressions, understand gestures, understand postures, understand uses of personal space
- Use non-verbal cues – make appropriate use of eye contact, make appropriate use of personal space, make appropriate use of touch, use appropriate facial expressions, use appropriate gestures, use appropriate postures

Verbal communication

- Spoken interaction – debating techniques, interrogating, negotiating, persuading
- Spoken production – presentation techniques