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#### AND SOUTHERN AFRICA

Twenty Second Meeting of the Sub-Committee on

Audit and Budgetary Matters

Lusaka, Zambia

28 October – 1 November 2019

###### JOB DESCRIPTION FOR IT INTERNAL AUDITOR

19-(AO/hcm)

1. **Job Description for IT Internal Auditor – P2**
2. Council at its 39th meeting in Lusaka Zambia approved a budget for procurement of

IT consultancy for 2019 in view of Internal Audit’s staffing gap in the area of IT audits. Council then decided that the capacity of Internal Audit to undertake IT audits be enhanced through the recruitment of an IT Auditor.

1. While taking the decision, Council was aware that COMESA’s restructuring process

was in progress and the planned recruitment of an IT Auditor in 2020 would not alter the organization structure as there was provision for 2 senior Internal Auditors in the 2014 approved organization structure

1. The IT Internal Auditor shall have both general and specific deliverables as follows:
2. **General Duties**
3. The IT Internal Auditor shall be responsible for evaluating the effectiveness of the

organization’s IT controls and risk management structures in operations, systems, policies, strategies and practices for the achievement of the organizational objectives. He/she shall equally evaluate the impact of financial and business practices and controls on IT resources.

1. The IT Auditor shall also evaluate the effectiveness of the security of records and

data. He/she shall carry out consultations with IT and business owners on IT controls to be deployed in new IT Projects.

1. **Specific Duties**
2. Under the supervision of the Chief Internal Auditor, the IT Internal Auditor shall:

* Plan and conduct the following reviews: IT security; IT governance; and IT general and application controls.
* Assess existence, efficiency, and effectiveness of the IT control environment by directing control/process optimization.
* Review IT policies and procedures; perform evaluation of control design; and carry out assessment of the effectiveness of internal controls concerning IT processes and systems.
* Add value to and improve the efficiency and effectiveness of the IT audits by leading best practices for standards and procedures.
* Keep abreast of emerging technologies within the IT environment and help in developing audit strategies to counter risks that might be associated with the application of such technologies.
* Support system and financial audit teams in achieving internal process improvement in non IT areas.
* Perform any other duties that may be assigned by the Chief Internal Auditor.

1. He/she shall possess the following academic and professional qualifications,experience as well as personal attributes:

* A Bachelor’s degree in Computer Science, Management Information System, or in other related discipline.
* A Minimum of three years’ experience in IT audits.
* Certifications such as CISA or CISSP.
* Proficiency in the requirements of the International Professional Practices Framework for Internal Auditing.
* Fluency in the English language. Knowledge of Arabic or French shall be an added advantage.
* Strong analytical skills and ability to effectively prioritize and coordinate multiple deliverables simultaneously.
* Strong ability to work effectively in a team and to communicate with both external and internal stakeholders.
* Ability to work independently to produce desired results.