

ORGANIZATIONAL CONTEXT

Job Title

Audit Lead - IT Governance Audit

JOB CONTENT

1. Role Objective

The incumbent is responsible to lead the assignments of the IT governance audit. Also, the incumbent will be responsible for reviewing the list of issues based on the review conducted and lead the development of the final report that includes the issues and observations collated.

2. Detailed Roles and Responsibilities:

Operational

Audit Specific

Ensure that the audit had been conducted within QSAB approved methodology and quality standards and in line with the established internal requirements.

Define the audit assignment objectives and a detailed scope of work for the audit, in coordination with the section head

Determine the audit assignment complexity and the resource requirements based on the approved scope of audit

Develop the audit assignment planning memo and identify key milestones and audit achievements and KPIs

Review the audit notification letter and LOR and issue them to the subject entity once they have been approved by the Department Director

Edit and finalize the audit program based on the process understanding and risk assessment conducted by the Senior Auditor and Auditor

Review and consolidate into a report the summary of issues drafted by the audit team

Consolidate from all Senior Auditors on the job, the relevant parts of the draft audit report that will be released to the subject entity and prepare the final version of the report to be reviewed by the Section Head

Prepare the final consolidated audit report that incorporates the management responses

Update the RCM (risks and control effectiveness) and EPF (entity profiling framework) based on final audit report in alignment with individual evaluations performed by the Senior Auditors

Engage in knowledge sharing to the wider QSAB team on lessons learned from the audit assignment

Plan and agree the scope of work for the follow up audit work

Participate when needed in responding to management responses post the release of the final report and consolidate/ agree the final follow up audit report

Onboard resources on engagements and allocate tasks based on the set scope of work

Job specific

Oversee the audit team working on developing observations around the general IT controls, ensure that they cover information security and cybersecurity and that they are in line with relevant standards

Review and validate the observations developed on the budget of the IT department and any of its projects, and examine the compliance of the projects with the overall organizational objectives

Review and validate observations on existing IT policies and procedures against organization strategy, organization structure, operating model and associated functions

Review and validate observations on existing IT policies and procedures against regulatory requirements (e.g. ictQatar, etc.) and leading practices and standards

Validate all observations on IT organization structure, resource planning, defined roles and responsibilities, delegation of authority, segregation of duties among critical IT functions, IT training and competencies

Check all observations drafted with regards to IT service performance against business and user requirements and collaborate with the auditor to develop the relevant observations and issue

Review existing IT Risk Assessment process and procedure

Review and validate observations on the subject entity's IT Project Management framework

Validate observations developed on IT Service Level Management process including IT service definition, Key Performance Indicator, Service Level Agreement, and Operating Level Agreement development, monitoring and update

Review and audit business continuity plans on disaster management and IT crises

Guide the section's staff in executing their respective responsibilities towards the achievement of the section's goals, as well as those of QSAB

BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE

(Competencies, knowledge and experience needed for the satisfactory performance of the job)

1. Educational Qualifications:

Bachelor's degree in Computer Communications Engineering, Computer Science, Business administration, Accountant, from a recognized University. A Master's degree in the relevant field is preferable.

A professional qualification, for example Certified Information Systems Auditor (CISA) is required

2. Experience:

A minimum of 7 years of experience a similar industry is required, where 5 years were in an audit position

A minimum of 2 years in a leadership position is preferable