ORGANIZATIONAL CONTEXT

Job Title	Audit Lead - Information Systems Audit

JOB CONTENT

1. Role Objective

The incumbent is responsible to conduct reviews and evaluation on the information systems of the subject entities. Those reviews consist of sampling configuration and log files, with subsequent interviews with key personnel as and when required.

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 on all IT systems, programs and applications used by the subject entity and evaluate their performance

Validate observations on the efficiency and effectiveness of internal controls on systems software and applications

Validate that all updates of IT systems, programs and applications and check their alignment with the approved standards

Validate observations on the database management system and check its access controls (e.g. database configuration, account access to the database, roles defined in the database)

Review and validate outcomes of the review conducted on the confidentiality policy related to the database

Validate all observations on the policies and procedures related to IT disaster recovery and crisis management

Oversee the evaluation of the operating systems configurations and the applications security controls

Oversee the evaluation of the high level system architecture review

Conduct reviews on the anti-virus used by the subject entity

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 from a recognized University. A Master's degree in the relevant field is preferable.

A professional qualification, 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