Job Description	
Position	Head, Project Audit
Department	Technology Audit
Division	Internal Audit

SUMMARY OF RESPONSIBILITIES

The Division objectives are to plan, develop and deliver independent, objective assurance and value added services to the Group Audit and Risk Committee (GARC) and Senior Management in project governance, internal controls and risk management processes mainly through project audit and advisory.

The incumbent is required to:

a)   Assist the Head of Department in planning, executing and supervising project advisory activities as part of the annual audit plan approved by GARC throughout the project lifecycle.

b)   Support the Division's activities required by the Senior Management and/or organisation's operations.

c)   Audit observations reported are to be derived from proper testing, assessment and review of relevant and substantial evidence.

d)   Develop, maintain and review audit programmes.

e)   Participate/assist in the other tasks/assignments as assigned by the Head of Department.

KEY AREAS OF RESPONSIBILITIES

• Provide independent and objective assurance and advisory services in accordance with the Audit Charter and based on "The Standards for the Professional Practice Framework" as prescribed by the Institute of Internal Auditors, BNM Guidelines and any other relevant standards.

• Ensure that all audit activities are conducted in compliance with regulations, organisation's objectives and policies as well as the Code of Ethics and the acceptable Standards for the Professional Practices of Internal Auditing.

• Aware of and uphold the security responsibilities as stated in the organisation's Information Security Policy.

Strategy & Planning

• Assist the Head of Department in the development of the overall internal audit strategies, standards, policies and administration with regards to projects.

• Oversee the development and implementation of the audit plan for projects.

- Keep abreast of the organisation's strategy/directions, regulatory landscape, market changes and emerging system implementation risks in order to be able to manage audit coverage and resources effectively.

Management of Project Audit and Ad-hoc Assignments

- Work with project sponsors/directors and stakeholders to identify project and implementation risks and their mitigation, including the review of systems to determine whether they are in compliance with plans, internal policies and procedures, and external regulations/laws which could have a significant impact on operations and reports.
- Participate and/or supervise project review as per the developed audit plan.
- Prepare and/or review audit reports and work papers to ensure proper documentation and work done.
- Supervise and ensure timely follow up of outstanding audit recommendations and validation of implemented recommendations to improve controls / project management practices.
- Perform ad-hoc review or any other assignments including investigation as directed.
- Participate as an observer in critical activities/processes such as tender opening, BCP/DR testing and disposal of assets when required.
- Develop, maintain and review quality audit programs, audit documentation, and active participation in internal audit continuous improvement initiatives.
- Support Division's activities as required by Senior Management and/or organisation's operations.

People Management & Development

- Assist the Head of Department to identify, plan and monitor the manpower and development needs of the unit.
- Develop and enhance the competency, skills and knowledge of fellow auditors by providing appropriate training and coaching.
- Communicate clear and specific performance expectations and measures of success to subordinates; inclusive of explaining business unit goals and results, and how their contributions made a difference.
- Provide performance feedback to subordinates and peers (if required).

QUALIFICATIONS

Minimum Qualifications

- Possess at least a good Bachelor's degree, preferably in IT, MIS or equivalent. A Master degree is a plus.
- Engage in professional development activities, including completion of a professional certification program CISA/CIA/ISMS Lead Auditor/PMP professional certification will be an advantage.
- At least seven (7) years of working experience in IT audit, IT security, IT operations, system development, or project management.
- Related experience in large Audit/Consultation Firm or financial services is a plus.
- Demonstrate competency in performing audits and have the required skills and knowledge necessary to perform an audit. Sound knowledge of IT related matters and technologies.
- Demonstrate ability to initiate, plan, executing and control a project/audit assignment. Also, demonstrate the ability to supervise audits and review the work performed by the auditors to ensure adequacy of audit scope

and testing performed, and the accuracy of the conclusions reached and completion of the assignment within the stipulated time frame.

- Demonstrate ability in problem escalations which includes identifying, controlling and resolving the problems in a timely manner and communicating the results for further actions.
- Demonstrate competency in providing audit report in an appropriate form to intended recipients upon completion of audit works.

Additional Requirements

- Good organizational/analytical skills particularly in relation to internal controls, security, governance and compliance matters.
- Self-motivated and independent.
- Punctual and reliable, with good time management skills.
- Excellent communication/writing skills; Bahasa Malaysia & English and strong presentation skills.
- Computer literate – Microsoft Word, Microsoft Excel, Microsoft Powerpoint
- Experience in ISMS, COBIT, PCI DSS or any other audit framework is an added advantage.