PACIS
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For Comfort & Peace in Life

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JOB DESCRIPTION

POST TITLE: INFORMATION SYSTEMS AUDITOR

DEPARTMENT: INTERNAL AUDIT

REPORTING TO: HEAD OF INTERNAL AUDIT

1. JOB PURPOSE

To provide independent and objective assurance on the effectiveness of information systems, risk management, and governance processes, while identifying opportunities to enhance efficiency, safeguard assets, ensure compliance, and offering advisory support on process and control improvements.

2. REPORTING & INTERFACES

- Reports to: Head of Internal Audit
- Interfaces: ICT, Operations and Other Relevant Business Units

3. KEY RESPONSIBILITIES

- Collaborate with the Head of Internal Audit in developing comprehensive, risk-based audit plan covering IT governance, system applications, IT infrastructure and networks.
- Execute audit engagements end to end, including planning, fieldwork, evaluation of audit evidence and reporting.
- Assess the adequacy and effectiveness of controls over information systems and technology processes, including data protection, IT change management, access management and cybersecurity.
- Conduct independent reviews of ICT projects across the project lifecycle, from initiation and planning through implementation to post-implementation, assessing project governance, risk management, compliance and achievement of project objectives.
- Prepare audit planning memoranda incorporating risk assessments, audit programs and test procedures, and maintain well-documented working papers supported by sufficient and appropriate audit evidence to substantiate audit observations.
- Evaluate identified risks, control weaknesses and process inefficiencies, and recommend practical improvements to strengthen the organization's IT governance, risk management and internal control frameworks.
- Perform audit testing and data analysis to identify anomalies, control gaps, and unusual transactions and potential fraud indicators.
- Prepare clear, concise, and timely audit reports highlighting key observations, associated risks, root causes and actionable recommendations.
- Engage with process owners and relevant stakeholders to discuss audit observations, recommendations and facilitate constructive resolution of identified issues.
- Monitor and follow up on implementation of audit recommendations, and report on outstanding and overdue issues.

- Conduct ad hoc reviews, investigations, and special assignments as required.
- Provide advisory support on control improvements, process optimization/automation, and risk mitigation while maintaining objectivity and independence.
- Maintain up-to-date knowledge of audit standards, regulations, emerging trends and industry's best practices.
- Perform any other duties as assigned.

4. QUALIFICATIONS, EXPERIENCE, SKILLS & COMPETENCIES

Educational & Professional Qualifications:

- Bachelor's Degree from a recognized University in Computer Science/ BSc. in Information Technology or a related field.
- Certified Information Systems Auditor (CISA) Qualification
- CIA or CPA qualification is an added advantage
- Member of Information Systems Audit and Control Association (ISACA)
- Strong computer literacy with hands-on experience in Excel and data analytics tools

Experience:

- At least 4 years' relevant experience in Information Systems Audit.

Skills & Competencies:

- Analytical Thinking: Ability to analyse complex data, identify trends, patterns, and draw meaningful insights to support informed decision-making.
- Strategic Perspective: Ability to align audit activities with organizational objectives and contribute to overall business performance.
- Risk & Control Knowledge: Sound understanding of internal controls, risk management, and governance frameworks.
- Knowledge of IT project management methodologies, project governance frameworks and project lifecycle controls.
- Problem-Solving: Strong ability to identify issues, evaluate root causes, and recommend practical solutions.
- Communication & Reporting: Excellent report writing and verbal communication skills, with the ability to present observations clearly and effectively.
- Integrity & Professionalism: High level of ethical standards, objectivity, and confidentiality.
- Planning & Execution: Ability to work independently, manage priorities, and meet deadlines.
- Data Analytics: Proficiency in data analysis tools (e.g., MS-Excel, MS-Access, Audit tools e.g. ACL, Case Ware IDEA, SQL, TeamMate) to support audit testing and insights.

Application closing date is 30th November 2026. All applications should be done on www.pacisinsurance.com/careers attaching an updated CV and cover letter.

***Only shortlisted candidates will be contacted.**