

# UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: INTERNAL AUDIT

INTERNAL AUDIT ASSISTANTS (P11) X2 POSITIONS  
ONE (1) YEAR CONTRACT  
(MUCKLENEUK CAMPUS)

(REF: INTERNALAUDIT/AUDITASSISTANT/P11/SB/2026)

The purpose of the job is to provide **unemployed registered UNISA students with no prior working (permanent, contract, learnership experience in the fields of accounting, auditing, IT, forensic auditing or any professional industry)** with an opportunity of experiential learning in the professional practice of Internal Auditing. Candidates who have prior working experience in the mentioned fields and or professional industry need not apply as they will not be considered.

Students currently enrolled for post graduate studies with Unisa must have obtained their undergraduate qualification with Unisa.

## Minimum Requirements

- Grade 12 (Matric)
- Final year of study with UNISA in one of the following Formal qualifications:
  - National Diploma in Internal Auditing
  - National Diploma in Accounting Sciences
  - BCom in Internal Auditing
  - BCom in Business Informatics (Data Analysis)
- And any other relevant Accounting/ IT Qualification
- Post graduate Diploma in related fields (added advantage)

## Skills

- Interpersonal
- Time management
- Working under pressure
- Working in a team
- Communication (verbal and written)
- Computer Literate in Microsoft Office packages

## Duties Internal Audit Assistant

- Assist in reviewing prior working papers.
- Assist in reviewing applicable policies, procedures & standards.
- Assist in preparing minutes of meetings held.
- Assist in preparing the System Description and Audit Objectives, Risks, Controls and Audit Procedures. This includes assistance in assessing risks and controls using the Interna Audit Methodology.
- Perform or assist with performing audit procedures to accomplish steps outlined in approved audit programs.
- Perform checks, reconciliations, comparisons and verifications of transactions and other matters in line with audit procedures.
- Document findings/observations.
- Prepare working papers documenting procedures performed.
- Cross reference working papers to related audit evidence.
- Maintain up-to-date audit files.
- Assist and prepare audit finding sheets and exception reports.
- Assist with recommendations to address findings/observations.
- Discuss exception reports with and obtain comments from client.
- Document management comments.
- Prepare sections of the draft report in relation to results of procedures performed.

- Follow-up on reported findings and evaluate the completeness of the client's corrective action plan.
- Provide general office administration assistance when required.

**Salary:** Remuneration is commensurate with the seniority of the position

**Closing date:** 03 July 2026.

**Enquiries:** (012) 429 3673 Mr S Bahula (HR Practitioner)  
(012) 429 2278 Mr MG Mathabathe (Internal Audit)

We welcome applications from persons with Disabilities



- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- Background checks will be conducted for all successful candidates
- The prescribed application form is obtainable from: <http://www.unisa.ac.za/vacancies>.
- Late, incomplete, and incorrect applications will not be considered.

You are required to scan the following documents (Certified) as one PDF and attach them on the applications process.

- Proof of Registration with Unisa
- Academic Record
- Identity Document
- All educational qualifications
- Proof of SAQA verification of foreign qualifications (If applicable)

**Only PDF format document is accepted (No pictures and password-protected documents)**

**To apply please click the following link [Application for Internal Audit Assistant – Fill out form](#)**

**NB: The link will only allow access to Unisa Students and graduates.**

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.