|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SKILLS FRAMEWORK FOR INFOCOMM TECHNOLOGY SKILLS MAP – HEAD OF IT AUDIT** | | | | | | |
| **Sector** | Infocomm Technology | | | | | |
| **Track** | Strategy and Governance | | | | | |
| **Sub-track** | IT Audit | | | | | |
| **Occupation** | IT Auditor | | | | | |
| **Job Role** | **Head of IT Audit** | | | | | |
| **Job Role Description** | The Head of IT Audit develops the organisation's IT audit framework to manage regulatory and operational risks to safeguard IT assets. He/She defines key objectives and guiding principles for the formulation of IT risk management programs, as well as procedures for documenting and updating policies, standards, guidelines relating to the management of IT assets. He advices on the development of IT audit plans and ensures that audit plans comply with regulatory, operational, security risks and relevant internal auditing standards. He oversees the conduct of audits, respective investigations into non-compliance and risks identified from audits. He overlooks new IT policies, systems and processes necessary for enhancing IT controls and mitigate risks. He consults with and advises senior leaders regarding internal controls and security procedures, prepares activity and progress reports relating to the IT audit function. He also guide team members on procedures, technical problems, priorities, and methods to develop audit capabilities.  He works in a dynamic environment due to rapid changes in the IT landscape. He is knowledgeable of relevant regulatory requirements and internal auditing standards, particularly in the area of technology risk management.   The Head of IT Audit possesses strong leadership and communication abilities, and is able to set realistic goals and implement appropriate plans to guide the team toward achieving those goals. He has a deep understanding of the environment in which systems operate and is able to advise and influence key stakeholders. | | | | | |
| **Critical Work Functions and Key Tasks** | **Critical Work Functions** | **Key Tasks** | | | | |
| Establish IT audit strategy and framework | Formulate the organisation's IT audit strategy in alignment with the organisation’s vision, mission and strategy, and regulatory standards | | | | |
| Develop the organisation's IT audit framework to manage operational risks to safeguard IT assets | | | | |
| Establish key objectives and guiding principles for IT risk management programs | | | | |
| Develop procedures for documenting and updating technology policies, standards, guidelines and procedures | | | | |
| Develop IT audit plans | Advise on the development of IT audit plans | | | | |
| Advise on the approaches, methodologies and tools for IT audits | | | | |
| Ensure IT audit plans comply with regulatory requirements and standards | | | | |
| Review IT audit plan for approval | | | | |
| Implement IT audit plans | Oversee the conduct of IT audits | | | | |
| Oversee investigations of non-compliance and risks identified from IT audits | | | | |
| Review recommendations to improve policies, processes and practices to determine closure of IT audit issues | | | | |
| Oversee the implementation of organisation-wide risk assessment of IT infrastructure and systems | | | | |
| Oversee the development of audit reports for regulatory compliance | | | | |
| Enhance IT compliance and risk management | Advise on the development of new IT policies, systems and processes | | | | |
| Act as an internal advisor and subject matter expert to assess and manage IT operations associated risks | | | | |
| Drive process improvement in areas where controls do not adequately mitigate IT risks | | | | |
| Lead the development of training programmes to ensure adoption of new procedures designed to mitigate IT risks | | | | |
| Manage people and organisation | Review operational strategies, policies and targets across teams and projects | | | | |
| Develop strategies for resource planning and utilisation | | | | |
| Review the utilisation of resources | | | | |
| Oversee the development of learning roadmaps for teams and functions | | | | |
| Establish performance indicators to benchmark effectiveness of learning and development programmes against best practices | | | | |
| Implement succession planning initiatives for key team positions | | | | |
| **Skills and Competencies** | **Technical Skills and Competencies** | | | **Generic Skills and Competencies** | | |
| Audit and Compliance | | Level 5 | Interpersonal Skills | | Advanced |
| Budgeting | | Level 5 | Leadership | | Advanced |
| Business Performance Management | | Level 5 | Resource Management | | Advanced |
| Business Risk Management | | Level 5 | Problem Solving | | Advanced |
| Data Analysis | | Level 5 | Transdisciplinary Thinking | | Advanced |
| Data Governance | | Level 5 |  | | |
| IT Governance | | Level 5 |
| IT Standards | | Level 5 |
| IT Strategy | | Level 5 |
| Learning and Development | | Level 6 |
| Manpower Planning | | Level 5 |
| Networking | | Level 5 |
| Partnership Management | | Level 5 |
| People and Performance Management | | Level 5 |
| Process Improvement and Optimisation | | Level 5 |
| Quality Standards | | Level 5 |
| Security Governance | | Level 5 |
| Stakeholder Management | | Level 5 |
| Strategy Planning | | Level 5 |
| Sustainability Management | | Level 5 |
| **Programme Listing** | For a list of Training Programmes available for the ICT sector, please visit: www.skillsfuture.sg/skills-framework/ict | | | | | |
|  |  |  | |  |  | |
| The information contained in this document serves as a guide. | | | | | | |