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| **SKILLS FRAMEWORK FOR INFOCOMM TECHNOLOGY SKILLS MAP – IT AUDIT MANAGER** | | | | | | |
| **Sector** | Infocomm Technology | | | | | |
| **Track** | Strategy and Governance | | | | | |
| **Sub-track** | IT Audit | | | | | |
| **Occupation** | IT Auditor | | | | | |
| **Job Role** | **IT Audit Manager** | | | | | |
| **Job Role Description** | The IT Audit Manager determines objectives and potential impact of IT audit plan arising from changes technological landscape and regulations. He develops an IT audit plan that complies with relevant auditing standards. He/She manages the implementation of IT audit plans and activities, as well as investigation of non-compliance and identified risk to determine required changes to structure, policies, processes and behaviours. He reviews audit findings and assess overall state of IT governance, compliance and risks, including evidences for accuracy and comprehensiveness to support audit conclusions. He reviews audit reports for comprehensiveness and adherence to relevant reporting standards and develops recommendations to enhance IT compliance and strengthen controls against emerging risks. He also provides guidance to team members on the planning and implementation of IT audits.   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 IT Audit Manager is detailed-oriented and is passionate about interpreting data to uncover patterns and trends between various sources of information. He is able to independently drive for resolution of issues, clearly articulate concepts and provide advice to the broader audience. | | | | | |
| **Critical Work Functions and Key Tasks** | **Critical Work Functions** | **Key Tasks** | | | | |
| Develop IT audit plans | Develop objectives and potential impact of IT audit plan arising from changes technology landscape and regulations | | | | |
| Determine approaches, methodologies and tools required to measure compliance and risk of IT assets and technologies | | | | |
| Review workflows and activities in the IT audit plan to propose enhancements | | | | |
| Evaluate existing IT audit plans for relevancy and changes | | | | |
| Develop an IT audit plan that complies with relevant internal auditing standards | | | | |
| Implement IT audit plans | Manage the implementation of IT audit plans | | | | |
| Ensure adherence to IT audit standards and procedures during the conduct of audit activities | | | | |
| Manage the investigation of non-compliance to IT standards and identified IT risk to determine required changes to structure, policies, processes and behaviours | | | | |
| Review audit findings to assess overall state of IT governance, compliance and risks | | | | |
| Review evidence for accuracy and comprehensiveness to support IT audit conclusions | | | | |
| Manage follow-up reviews to ensure adequacy and timeliness of corrective actions | | | | |
| Enhance IT compliance and risk management | Develop recommendations to enhance IT compliance, address risks and strengthen controls against emerging risks | | | | |
| Determine key messages for communication and presentation materials to share IT audit findings and recommendations | | | | |
| Advise stakeholders on IT internal controls and security procedures | | | | |
| Advise employees on IT audit processes and controls | | | | |
| Provide inputs to the development of training programmes for adoption of new processes and practices designed to mitigate IT risks | | | | |
| Manage people and organisation | Manage the budget expenditure and allocation across teams and projects | | | | |
| Monitor and track the team’s achievements and key performance indicators | | | | |
| Propose new operational plans, including targeted budgets, work allocations and staff forecasts | | | | |
| Acquire, allocate and optimise the use of resources | | | | |
| Develop learning roadmaps to support the professional development of the team | | | | |
| Manage the performance and development process, including providing coaching and development opportunities to maximise the potential of each individual | | | | |
| **Skills and Competencies** | **Technical Skills and Competencies** | | | **Generic Skills and Competencies** | | |
| Audit and Compliance | | Level 4 | Sense Making | | Advanced |
| Budgeting | | Level 4 | Digital Literacy | | Advanced |
| Business Performance Management | | Level 4 | Virtual Collaboration | | Advanced |
| Business Risk Management | | Level 4 | Teamwork | | Advanced |
| Data Analysis | | Level 4 | Leadership | | Advanced |
| Data Governance | | Level 4 |  | | |
| IT Governance | | Level 4 |
| IT Standards | | Level 4 |
| IT Strategy | | Level 4 |
| Learning and Development | | Level 5 |
| Manpower Planning | | Level 4 |
| Networking | | Level 4 |
| Partnership Management | | Level 4 |
| People and Performance Management | | Level 4 |
| Process Improvement and Optimisation | | Level 4 |
| Quality Standards | | Level 4 |
| Security Governance | | Level 4 |
| Stakeholder Management | | Level 4 |
| Strategy Implementation | | Level 4 |
| Strategy Planning | | Level 4 |
| Sustainability Management | | Level 4 |
| **Programme Listing** | For a list of Training Programmes available for the ICT sector, please visit: www.skillsfuture.sg/skills-framework/ict | | | | | |
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| The information contained in this document serves as a guide. | | | | | | |