

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	<p>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.</p> <p>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.</p> <p>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.</p>	
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 the budget expenditure and allocation across teams and projects

	Manage people and organisation	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 Analytics	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		

The information contained in this document serves as a guide.