

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	<p>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 advises 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.</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 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.</p>	
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 Analytics	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.