Job Profile for IT Audit & Systems Assurance Officer

To support the execution of IT Audit activity within the AXA Mansard Nigeria entities in order to provide timely, independent assurance and in doing so, to improve the control culture. • To provide an independent and objective assurance/consulting services to Management, the Board, and regulator with the aim to add value and improve the organization's operations, by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance process.

Role Qualification:

Academic/Professional: BSc. from a reputable tertiary institution (preferably in IT, Computer Science, or other business-related fields). ▪ Professional qualification (i.e., CISA, ISO 27001 LA, MCSA, CCNA /CCNP Security, CEH/OSCP or others of similar equivalence).
▪Possession of a Masters in a relevant discipline will be an added advantage.

Work Experience: 3 - 5 years of experience in Information Technology Operations ▪ Job holder should have some level of knowledge on how to manage an IT audit process from Audit planning to Audit reporting and should be quick to learn on the job. ▪ Experience in IT Audit, Information Technology Operations, Information Risk, or Information Security will be counted as an advantage.

Key Responsibilities:

- Participate in providing required information needed in developing annual IT Audit Plan as may be required by Head, Audit and Investigation or Head, Internal Audit Function
- Execute IT Audit assignments and non-IT Audit assignments as may be allocated • Document on-going audits on CAPT and ensure timely completion of documentation of executed audits on CAPT
- Run required quality checks on each completed audit assignment and rectify any quality issue that may be identified
- Follow up on all IT audit issues/exceptions raised in the internal audit report to ensure proper and timely resolution
- Ensure accuracy and completeness of information captured on the Audit Management application related to IT/Non-IT audit issues and milestones at the end of each reporting period/quarter
- Create relevant and standard audit programs for each IT Audit assignment assigned for execution
- Follow standard work papers in documenting audit assignments and ensure timely submission to the Head, IT Audit and System Assurance Unit or Head, Internal Audit Group for review
- Prepare draft audit report on each audit engagement in line with AXA Group Reporting Template and ensure timely submission for review by Head, Audit and Investigation Unit or Group Head, Internal Audit
- Prepare monthly, quarterly reporting to INM Region, AXA group and statutory return and ensure timely submission of report to Head, Internal Audit & Investigation Unit and Group Head, Internal Audit for review
- Conduct special investigations/review/projects at the request of the Board/Management/Group Head/Unit Head

- Carry out monthly systems assurance reviews to provide assurance on selected revenue and non-revenue lines Provide hands-on support for quarterly Focus Group sessions with Customers to understand Customer needs.
- AXA Internal Audit exists to help the Board and Executive Management protect the assets, reputation, and sustainability of the organisation by providing an independent and objective assurance activity designed to add value and improve the organisation's operations. It helps the organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes, whilst remaining in line with the recognised professional standards for internal audit.
- Ability to communicate and explain, in a convincing manner, sharing with stakeholders in a clear and transparent way that enables them to easily understand and improve.

Required Skills and Competencies

- Basic familiarity with Common IT Systems such as Servers, Routers and Databases
- Basic/intermediate knowledge on IT Control Frameworks Such as COBIT, NIST or ISO 27001
- Basic/intermediate Knowledge of Data Analytic tools Such as ACL, SQL, or Power BI
- Intermediate/advanced Knowledge of Microsoft Excel
- Understanding of governance, risk and control appropriate to the organization
- Understanding of the business environment, industry practices and specific organizational factors
- Good communication and audit report writing skills
- Think objectively demonstrating sound judgement
- Be detail-oriented
- Confident
- Innovative
- Strong interpersonal and relationship management skill, and ability to influence at management level.
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Interested Applicants should send their CVs to **jobtalentrecruit@axamansard.com** stating the role applied for as subject of mail. e.g., **"IT Audit & Systems Assurance Officer".**