Job Description

Position:	**Supervisor, IT and Digital Audit**
Department:	IT Audit Digital Office
Reporting to:	Manager, IT and Digital Audit
Location:	Headquarter

I. Duties and Responsibilities

- Assist manager to prepare annual IT risk assessment and plan.
- Analyze risks associated with IT processes and assess the effectiveness of the internal control systems.
- Determine the audit scope and objective.
- Prepare audit work plan including the pre-audit checklist, risk control matrix (RCM)and audit program addressing the identified risks.
- Conduct detailed audits of IT systems, applications and processes following audit program collect.
- Gather and analyze data to assess the effectiveness of IT control and procedures.
- Prepare audit documentation, including workpapers and audit findings.
- Analyze audit results and prepare audit reports highlighting areas of concern in risk management controls, system implementation and upgrade processes and provide recommendations for improving IT controls and mitigating risks.
- Other tasks assigned by management.

II. Qualification

- University degree computer science and/or equivalent degree.
- At least 3 years of experience in an IT Audit role.
- Good knowledge of relevant international standards and frameworks (i.e., ISO/IEC, NIST, PCI, CIS, CoBIT5, ITIL, and TRMG).
- Have good interpersonal skill and proactive.
- Be honest, high commitment, and flexible.
- Good problem solving, analytical and communication skills.
- Good command of English, both writing and speaking.
- Good Ms. Application: Word and Excel.

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