



04 February 2022

### **SPECIFICATION FOR PANEL OF INTERNAL AUDIT FIRMS**

Ehlanzeni TVET College requires the services of potential service providers to serve on the College panel of internal audit firms for a period of three years as per the specification below:

- The appointed incumbent(s) / service provider shall be required to supply the college and for its purpose only, the requisite skilled personnel during the agreed period of the audits, limited to the budgeted hours. The service provider shall provide the personnel with the necessary tools of trade, which includes among others,
- Working laptops / equivalent mobile devices running on Windows 16 or latest operating systems, which supports MS Teams and ZOOM virtual platforms.
- Licensed MS Office 365 for business, Installed on laptops/ equivalent mobile devices
- Internet connectivity that enable personnel to carry out work and communicate with others while off-site, such as working from home or other appropriate locations where the confidentiality of audit work cannot be compromised.
- All contract-in personnel should be accessible on a mobile device or work- email address
- All personnel shall be expected to provide own transport to the place of work, which shall be the Head office of the College, at 29 Bell Street\_ Nelspruit.
- Where owing to the nature of the internal audit assignment, there is need to travel to any college site, the service provider shall be reimbursed for travel in accordance with prevailing AA rates.

Any other tool or support reasonably expected to carry-out the duties of an internal auditor

- The service provider shall make available to the college, as and when required the quantity of personnel at the skill grades indicated in the table below:

**Required skills grades:**

Skill -Grade	Maximum No. that may be requested by the college	Period / Budgeted hours
<b>Internal audit clerks/ trainee</b> Related tertiary qualification with at least one year' relevant work experience	Three (3)	To be determined annually in the Internal audit plan
<b>Internal auditors</b> Related tertiary qualification with 1 – 3 years' relevant work-experience	Three (3)	To be determined annually in the Internal audit plan
<b>Internal audit supervisor</b> Related tertiary qualification with 3 – 5 years of relevant work experience, must be registered with (IIS-SA)	Two (2)	To be determined annually in the Internal audit plan
<b>Internal audit Manager</b> Related tertiary qualification with at least two years' experience at managerial position. must be registered with (IIS-SA)	One (1)	To be determined annually in the Internal audit plan
<b>Information systems Auditor</b> Related tertiary qualification with At least three years' relevant experience	One (1)	To be determined annually in the Internal audit plan
<b>Information systems Audit Manager</b> Related tertiary qualification with At least three years' relevant experience at managerial position	One (1)	To be determined annually in the Internal audit plan

The college reserves the right to increase the number of people during the term of the contract with prior notice. Service providers are encouraged (but not mandatory) to provide a balance mix of male and female personnel.

- The appointed incumbent(s) / service provider shall be required to provide the personnel supplied to the college with the training commensurate to the job-position
- Employee related obligations and rights of service remains the responsibility of the service provider.
- The personnel supplied by the service provider shall be required to complete audit task within the agreed and allocated hours, any overruns costs arising from causes that are not of the College, shall be defrayed by the service provider.
- The contract shall be for a period not longer than three years, starting from the date the last party signs on the contract
- The work deliverables shall be confirmed in each year as part of the annual internal audit plan, in line with the scope of work described in this tender document.
- The service provider when submitting their proposals, must indicate their rates.



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Mr. E.M. Mbuyane  
College Principal

04/02/2022

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Date