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Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER THE CERTIFIED INTERNAL AUDITOR (CIA) 1 EXAM PREPARATION INSTRUCTOR LED COURSE

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver the CIA1 Exam Preparation Instructor Led course.

2. Background

The Department of Public Works and Infrastructure has in line with the National Skills Development Act and Human Resources Development Strategy conducted a training needs analysis in Head Office for the current financial year to identify the training needs of the Units and developed a Training Plan for implementation of those needs.

CIA1 Exam Preparation Instructor Led course was identified by one (01) official from the Chief Directorate: Internal Audit Services.

3. Expected Outcomes/ Deliverables

The course will assist the official in describing risk management within organisational processes and functions.

4. The course should cover the following areas:

- Describe the Purpose of Internal Auditing according to the Global Internal Audit Standards,
- Explain the internal audit mandate and responsibilities of the board and chief audit executive,
- Interpret the differences between assurance services and advisory services provided by the internal audit function,
- Describe the types of assurance services performed by the internal audit function,
- Identify situations where the independence of the internal audit function may be impaired,



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- Recognize the internal audit function's role in the organization's risk management process,
- Apply the knowledge, skills, and competencies required (whether developed or procured) to fulfil the responsibilities of the internal audit function,
- Analyze policies that promote objectivity and potential options to mitigate impairments,
- Demonstrate integrity,
- Assess whether an individual internal auditor has any impairments to objectivity,
- Apply critical thinking and problem-solving skills to address complex issues and identify innovative solutions,
- Apply persuasion and negotiation skills to manage conflicts and collaborate effectively with teammates and stakeholders,
- Recognize the impact of organizational culture on the overall control environment and individual engagement risks and controls,
- Interpret fundamental concepts of risk type,
- Determine whether fraud risks require special consideration during an engagement,
- Describe controls to prevent and detect fraud, and
- Recognize techniques and the internal audit function's role related to fraud investigation.

5. Duration

The course should be conducted over a period of two (02) days.

6. Total number to be trained

One (01) official from Head Office is to attend the course.

7. Certification

The official should be awarded Certificate of Attendance and Continuing Professional Development (CPD) points upon successful completion of the course.

8. Training venue

The training venue should be provided by the service provider.



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9. Training date

Training dates shall be determined by the appointed service provider.

10. Specific professional experience and special requirements

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of the CIA1 Exam Preparation Instructor Led course. The successful bidder must provide a competent facilitator for this course.

11. Special Requirements

It is a requirement that all service providers facilitating any type of training must be registered/ accredited with the relevant Education Training Quality Assurance (ETQA) Body or Professional Body/Council and must submit a letter confirming accreditation/decision number.

12. All disbursements must be included within the cost per delegate.

13. Enquiries

All enquiries should be directed to:

**Ms Princess Mlisa
Training and Development
(012) 406 1157**