

## Job Description

Perform an independent appraisal function which examines and evaluates the adequacy and effectiveness of the systems of IT internal controls, risk management, governance processes and quality of performance of Information Systems and Information Technology Operations in the organization. Assist in carrying out IT certification internal audits.

### Key responsibilities:

- Plan each engagement with regard to time frames, distribution of work, and extent of checking etc. in consultation with the Assurance & Advisory Services Manager in order to ensure that work is carried out timely and efficiently to achieve effective results.
- Implement internal audit plans in line with the ISO 9001, 270001, 27701 & 20000 standards and providing feedback on the same to senior IT management in order to ensure continuous compliance with these standards.
- Carry out annual reviews on Business Continuity Management & Disaster recovery policies and procedure in line with the ISO 22301 standard in order to ensure that the corporate BCM plan is in line with organizational requirements.
- Carry out Information System (IS)/information Technology (IT) continuous monitoring reviews on key areas identified by the Assurance & Advisory Services Manager - Information Systems.
- Perform general and application control reviews for information systems within Srilankan Airlines & Catering. Identify, analyse, evaluate, interpret and document sufficient information to achieve the engagement objectives to ensure that information is sufficient, competent, relevant and useful and provides a reasonable basis for engagement findings.
- Discuss the summary of observations with departmental management in order to arrive at a reasonable conclusion and communicate the results of the engagement by way of a draft report to ensure engagement findings are reported in an objective, clear, concise, constructive and timely manner.
- Assist the Assurance & Advisory Services Manager -Information Systems to review the status of IT compliance requirements periodically.
- Carry out any other special assignments and administrative work as required in order to support departmental activities and complete tasks assigned by management and board of directors.
- Perform follow-up activities and follow-up reviews to ensure that appropriate actions are taken on agreed recommendations.

## Requirements

Passed Certified Information Systems Auditor examination with 2 years work experience.

**OR**

Bachelor's Degree in Engineering/ Information Technology (IT)/ Information Systems (IS) streams with 2 years work experience in audit and/or IT assurance services.

**Work Experience in an Audit Firm would be an added advantage.**

### Skill Requirement:

- Knowledge on information security standards
- Knowledge on IS auditing standards procedure and techniques in the performance of IS audits.
- Knowledge on IT system controls, network infrastructure, database management systems and related techniques are required.
- Understand risk management concepts.
- Business process analysis skills
- Strong analytical skills

Age to be not more than 35 years as at 15th February 2025 which is the closing date.

Be a Sri Lankan Citizen.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Employment will be offered on fixed term contract.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

## Job Information

Department Name  
**Corporate Offices**

Date Opened  
**05/02/2025**

Application Closing Date  
**15/02/2025**

Job Type  
**Full time**

Industry  
**IT Services**

City  
**Katunayake**

Province  
**Western**

Country  
**Sri Lanka**

Postal Code  
**11450**