

**APPENDIX F: CURRICULUM VITAE evaluation TEMPLATE: PROVISION OF INTERNAL AUDIT [IA] SERVICES - Preferred Returnable**

1. Name of Firm/Consortium: .....
2. Candidate Name and Surname: .....
3. Proposed role in project: .....
4. Present position in Firm: .....
5. Years within the firm: .....
6. ID number: .....
7. Province ordinarily resident in: ..... Registered Voter:  /
8. Academic Qualification [please add additional rows as required]:

Institution	Degree (s) or Diploma (s) obtained	NQF level	Year Conferred

9. Professional Certification /Designation [please add additional rows as required]::

Institution	Certification (s) or Designation (s) obtained	Recognition: SAQA registered or International Body	Month and Year Conferred

10. Membership of professional bodies:

Institution	Certification (s) or Designation (s) obtained	Month and Year Conferred

11. Other skills and Proficiency (e.g. TeamMate, SAP/ERP, ACL, etc.)

Area	Level of Proficiency [Elementary, Moderate, Excellent]

12. Employment Record

Date (From – To) (mm/yy)	Organisation	Location	Position	Description of duties

13. Record of specific Internal Audit Experience:

Client Organisation	Province	Financial Year(s)	Description of internal audit review	Role in Team

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14. Record of OTHER Experience [public sector focus] in audit or assessment disciplines, including external auditing, quality assurance, compliance, and internal control:

Client Organisation	Province	Financial Year(s)	Category of assessment/audit	Role in Team

15. Areas of competence for deployment on audit projects at the Electoral Commission and indication of previous IEC experience

	Assurance						Consulting
	Generic	Electoral Management	Specialist				
	Assurance Audits	Operational Audits	ICT Audits	Forensic Audits	Audit of Performance information	Performance Audits	Areas for Consulting Engagements [throughout the audit universe]
Yes/No or v/ x							1. 2. 3.
Summary of IEC specific Experience	1.						
	2.						
	3.						
	4.						
	5.						
	6.						
	7.						
	8.						
	9.						
	10.						

16. Category of Staff in the resourcing footprint

Indicate the Category that the candidate was included under in the resourcing footprint	Yes/No or v/ x
<b>i. core groupings</b> [whom are based in and operating from registered offices in at least seven [7] of the nine [9] provinces] of experienced internal auditors [public sector focus] having obtained professional recognition in internal auditing; <b>Supplemented by:</b>	
<b>ii. academically qualified</b> internal auditors with adequate experience [public sector focus], as well as	
<b>ii. experienced audit resources</b> i.e. having "Internal audit experience or its equivalent" meaning experience [public sector focus] in audit or assessment disciplines, including internal auditing, external auditing, quality assurance, compliance, and internal control.	