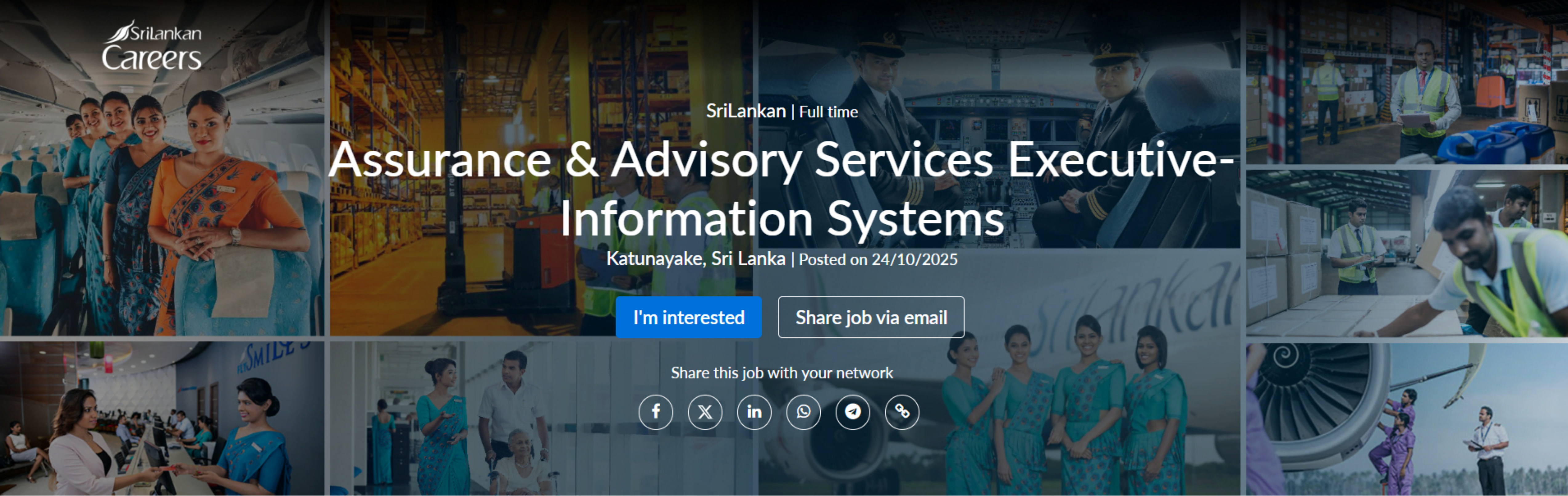




SriLankan | Full time

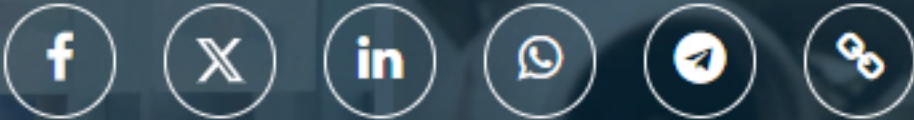
Assurance & Advisory Services Executive- Information Systems

Katunayake, Sri Lanka | Posted on 24/10/2025

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Job Description

Purpose:

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 monitoring key IT projects and provide IT support to non-IS engagements.

Key responsibilities:

- Plan each engagement with regard to time frames, scope of work, nature and extent of checking with consultation of Assurance & Advisory Services Manager - Information Systems in order to ensure that work is carried out timely and efficient manner to achieve effective results.
- Plan and implement a schedule for the annual review of key IT outsourced services in order to ensure vendor compliance with defined information security and service level objectives.
- Perform general and application control reviews for information systems. Identify, analyse, evaluate, interpret and document sufficient information 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 on an objective, clear, concise, constructive and timely manner.
- Assist the Assurance & Advisory Services Manager -Information Systems to monitor progress of key Corporate IT projects.
- Assist the Assurance & Advisory Services Manager -Information Systems to review and monitor IT Contracts.
- Provide IT support on non-IS/IT engagements by coordinating with IT Division and engagement manager/executive on a continuous basis.
- Analyze GAAS System requirements and co-ordinate with IT Division to develop solutions and follow-up to ensure rectification of identified issues relating to deployed solutions.
- Carry out any other special assignments/ agreed up-on procedures/ projects/risk management reviews to meet management requirements or administrative work assigned by the Assurance & Advisory Services Manager - Information Systems.
- 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
- Bachelors Degree In Engineering/ IT/ IS streams with 2 years work experience in IT/IS audit and/or assurance services.

Note: Internship experience will not be considered as work experience.

Age to be not more than 35 years as at 03rd November 2025 which is the closing date.

Be a SriLankan Citizen.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

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

I'm interested

Job Information

Division Name

Corporate Offices

Date Opened

24/10/2025

Application Closing Date

03/11/2025

Job Type

Full time

Industry

Airline - Aviation

City

Katunayake

Province

Western

Country

Sri Lanka

Postal Code

11450