

IIA SA Awards Guidelines and Criteria

The purpose of the awards is to:

- recognise and reward excellence and professionalism in internal audit;
- attract and retain high calibre members to the profession; and
- motivate members towards continual improvement.

General eligibility rules

- Only members of the IIA SA may submit nominations.
- In the event that a nominee does not meet the criteria in respect of an award, the Nominations and Governance Committee reserves the right not to confer the award.
- Current members of the IIA SA Board of directors as well as employees of the IIA SA are not eligible for receipt of any of the awards listed herein.
- Current members of the Board of directors, committee members as well as employees of the Leadership Academy for Guardians of Governance (Proprietary) Limited are not eligible for receipt of the best contribution to the IIA SA Learnership program award.
- Current members of the IIA SA Education and Training Committee as well as the IIA SA Exam Committee are not eligible for receipt of the best contribution to the IIA SA Learnership program award.

Guidelines for motivations

In order to ensure a fair and consistent reflection of the nominees, the following guidelines for motivations are to be followed:

- As a general guideline the motivation should be between one to three typed pages in length.

- The motivation must be clear and succinct and provide sufficient detail regarding the ability of the nominee to meet the specified criteria.
- The ability of the nominee to meet the specified criteria must be substantiated, for example, where one indicates an adherence to the values of the IIA SA, specific examples are to be given regarding same.
- Details on measurable outcomes of the nominee's achievements are to be provided.
- An indication of the impact that the nominee has had in relation to the award category is to be provided.
- Examples of how the nominee has served as a mentor or role model to others in relation to the award category are to be provided.
- Accomplishments of the nominee are to be listed.

Performance and contributions will be rewarded in the following categories:

- Excellence in internal audit leadership award
- Excellence in internal audit award: Public Sector
- Excellence in internal audit award: Private Sector
- Educator of the year award
- Young internal auditor of the year award
- Internal auditor of the year award
- Best contribution to the internal audit profession in South Africa
- Best contribution to the IIA SA Learnership program

EXCELLENCE IN INTERNAL AUDIT LEADERSHIP AWARD

Criteria

- Has senior management and/or strategic leadership responsibilities
- Demonstrates commitment to the IPPF and establishes an environment and culture that assures and promotes compliance with the Standards
- Assists management in the assessment of risk, providing control assurance and promoting good corporate governance
- Articulates a compelling vision for the future of the internal audit activity, while demonstrating keen organisational awareness
- Builds strong relationships that support a high level of trust and credibility
- Builds high visibility, understanding and acceptance of the internal audit activity
- Takes responsibility for leading the internal audit activity to continual evolution and through complex change
- Ensures that the internal audit activity operates at optimal level, at the leading edge, and that the organisation receives a return on its investment in the activity.
- Establishes a culture of mutual support and cohesion which values the contribution of others and recognises success
- Promotes innovation and generates ideas for improvement
- Instrumental in introducing innovative audit tools, techniques, or methodologies in his/ her organisation
- Represents the internal audit activity to communicate on matters of importance and sensitivity and establishes robust methods for managing information
- Establishes a client centric strategy that contributes to the success of the organisation
- Displays high levels of integrity and promotes an ethical culture
- Demonstrates commitment to the IIA SA values of integrity, respect, collaboration, courage and collective accountability

- Champions professional development within the internal audit activity by:
 - o inspiring and encouraging personal and professional development in others;
 - o mentoring and cultivating employees;
 - o creating a culture of respect that fosters an atmosphere conducive to achievement; and
 - o championing transformation and encouraging diversity.

Eligibility

1. All members are eligible to receive this award, subject to the general eligibility rules above.
2. Preference will be given to nominees who are Fellow Members of the Institute.
3. Nominees with a criminal record will not be considered.
4. The motivation accompanying this nominations should provide evidence that is sufficient, current, authentic, reliable and verifiable. Please refer to the guidelines on drafting of motivations above.

EXCELLENCE IN INTERNAL AUDIT AWARD: PUBLIC SECTOR

Criteria

- Demonstrates commitment to the IPPF
- Assists management in the assessment of risk, providing control assurance and promoting good corporate governance
- Displays deep understanding of the organisation and continually adds value
- Displays deep understanding of the public sector, related legislation, regulations and challenges and responses appropriately
- Displays a deep understanding of both the internal and external risks the organisations faces and is able to connect the dots and advise appropriately
- Has contributed to the understanding and acceptance of internal audit
- Builds strong relationships that support a high level of trust and credibility
- Builds a partnership with management and the Audit Committee
- Track record of generating ideas for improvement

- Instrumental in introducing innovative audit tools, techniques, or methodologies in his/ her organisation
- Is a great ambassador for internal audit and establishes robust methods for managing information
- Displays high levels of integrity and promotes an ethical culture
- Demonstrates commitment to the IIA SA values of integrity, respect, collaboration, courage and collective accountability

Eligibility

1. All members in the public sector are eligible to receive this award, subject to the general eligibility rules above.
2. Preference will be given to nominees who are Fellow Members of the Institute.
3. Nominees with a criminal record will not be considered.
4. The motivation accompanying this nominations should provide evidence that is sufficient, current, authentic, reliable and verifiable. Please refer to the guidelines on drafting of motivations above.

EXCELLENCE IN INTERNAL AUDIT AWARD: PRIVATE SECTOR

Criteria

- Demonstrates commitment to the IPPF
- Assists management in the assessment of risk, providing control assurance and promoting good corporate governance
- Displays deep understanding of the organisation and continually adds value
- Displays deep understanding of the industry and related challenges and responses appropriately
- Displays a deep understanding of both the internal and external risks the organisations faces and is able to connect the dots and advise appropriately
- Has contributed to the understanding and acceptance of internal audit
- Builds strong relationships that support a high level of trust and credibility
- Builds a partnership with management and the Audit Committee
- Track record of generating ideas for improvement
- Instrumental in introducing innovative audit tools, techniques, or methodologies in his/ her organisation.

- Is a great ambassador for internal audit and establishes robust methods for managing information
- Displays high level of integrity and promotes an ethical culture
- Demonstrates commitment to the IIA SA values of integrity, respect, collaboration, courage and collective accountability

Eligibility

1. All members in the private sector (including firms and NGOs) are eligible to receive this award, subject to the general eligibility rules above.
2. Preference will be given to nominees who are Fellow Members of the Institute.
3. Nominees with a criminal record will not be considered.
4. The motivation accompanying this nominations should provide evidence that is sufficient, current, authentic, reliable and verifiable. Please refer to the guidelines on drafting of motivations above.

EDUCATOR OF THE YEAR AWARD

Criteria

- Has made a noteworthy contribution which significantly enhanced the educational standing of the internal auditing profession in South Africa
- Has made a contribution to the IIA SA.
- Demonstrates commitment to the IIA SA values of integrity, respect, collaboration, courage and collective accountability

Eligibility

1. Only members in academia are eligible to receive this award, subject to the general eligibility rules above.
2. Preference will be given to nominees who are Fellow Members of the Institute.
3. Nominees with a criminal record will not be considered.
4. The motivation accompanying this nominations should provide evidence that is sufficient, current, authentic, reliable and verifiable. Please refer to the guidelines on drafting of motivations above.

YOUNG INTERNAL AUDITOR OF THE YEAR AWARD

Criteria

- Must be 35 years of age or younger
- Demonstrates commitment to the IPPF
- Has displayed exponential growth in the internal auditing profession
- Displays deep understanding of the organisation and continually adds value
- Has contributed to the understanding and acceptance of internal audit
- Builds strong relationships that support a high level of trust and credibility
- Track record of generating ideas for improvement
- Is a great ambassador for internal audit and establishes robust methods for managing information

- Displays high level of integrity and promotes an ethical culture
- Demonstrates commitment to the IIA SA values of integrity, respect, collaboration, courage and collective accountability

Eligibility

1. All members 35 years and younger are eligible to receive this award, subject to the general eligibility rules above.
2. Preference will be given to nominees who are Fellow Members of the Institute.
3. Nominees with a criminal record will not be considered.
4. The motivation accompanying this nominations should provide evidence that is sufficient, current, authentic, reliable and verifiable. Please refer to the guidelines on drafting of motivations above.

INTERNAL AUDITOR OF THE YEAR AWARD

Criteria

- Must be recognised by his/her peers as an outstanding professional, who stands head above the crowd and who consistently displays a passion for the profession
- Have a track record of being recognised as a trailblazer, innovator, mentor, diversity champion and game changer
- Demonstrates commitment to the IPPF
- Assists management in the assessment of risk, providing control assurance and promoting good corporate governance
- Continually adds value and has a track record of generating ideas for improvement
- Displays deep understanding of the local, regional and global developments and has the ability to connect the dots and translate that into value-adding advice to management
- Has contributed to the understanding and acceptance of internal audit within his/her organisation
- Builds strong relationships that support a high level of trust and credibility
- Builds a partnership with management and the Audit Committee
- Instrumental in introducing innovative audit tools, techniques, or methodologies in his/ her organisation.
- Is a great ambassador for internal audit and establishes robust methods for managing information

- Displays high level of integrity and promotes an ethical culture
- Proactively gives back to the profession
- Is an active member of the Institute and proactively participates in the life of the Institute.
- Seen as a leader in the profession
- Demonstrates commitment to the IIA SA values of integrity, respect, collaboration, courage and collective accountability

Eligibility

1. All members are eligible to receive this award, subject to the general eligibility rules above.
2. Preference will be given to nominees who are Fellow Members of the Institute.
3. Nominees with a criminal record will not be considered.
4. The nominee must have contributed to the IIA SA through active participation at Board, Committee or Regional level, and/ or by having articles published on topical subjects in local or overseas internal audit related periodicals, or making presentations on topical subjects at local or international level etc.
5. The motivation accompanying this nominations should provide evidence that is sufficient, current, authentic, reliable and verifiable. Please refer to the guidelines on drafting of motivations above.

BEST CONTRIBUTION TO THE INTERNAL AUDIT PROFESSION IN SOUTH AFRICA

In this category both internal auditors and individuals outside of the profession will be considered. In the case of internal auditors, the individual must be a member of the IIA SA in order to be considered for the award.

Criteria

- Has made a noteworthy effort towards enhancing the reputation and standing of the internal audit profession in South Africa. The nominator is expected to describe these efforts
- Has achieved peer acknowledgement of leadership/competence/contribution to the profession, locally and/or internationally

- Demonstrates commitment to the IIA SA values of integrity, respect, collaboration, courage and collective accountability

Eligibility

1. All individuals and organisations are eligible to receive this award, subject to the general eligibility rules above.
2. In the case of individuals, nominees with a criminal record will not be considered.
3. The motivation accompanying this nominations should provide evidence that is sufficient, current, authentic, reliable and verifiable. Please refer to the guidelines on drafting of motivations above.

BEST CONTRIBUTION TO THE IIA SA LEARNERSHIP PROGRAM

In this category both internal auditors and individuals outside of the profession will be considered. In the case of internal auditors, the individual must be a member of the IIA SA in order to be considered for the award.

Criteria

- Has made a noteworthy effort towards enhancing the reputation and standing of the internal audit profession in South Africa (the nominator is expected to describe these efforts)
- Has achieved peer acknowledgement of leadership/competence/contribution to the profession, locally and/or internationally

- Demonstrates commitment to the IIA SA values of integrity, respect, collaboration, courage and collective accountability

Eligibility

1. All individuals and organisations are eligible to receive this award, subject to the general eligibility rules above.
2. In the case of individuals, nominees with a criminal record will not be considered.
3. The motivation accompanying this nominations should provide evidence that is sufficient, current, authentic, reliable and verifiable. Please refer to the guidelines on drafting of motivations above.

Adjudication and decision-making processes:

- The IIA SA Nominations and Governance Committee (“the Committee”) is responsible for the adjudication process in respect of the candidates nominated.
- The Committee then makes a recommendation to the IIA SA Board of directors as to the proposed award winners.
- The Committee bases its recommendation to the IIA SA Board of directors on the following:
 - o a review of documentation provided by the candidate’s nominator;
 - o to the extent necessary, any supplementary information provided by the nominee;
 - o to the extent necessary, the observations of the candidate’s listed references; and

- o to the extent necessary, interviews conducted with the nominated candidate.
- The determination of the awards winners is at the sole discretion of the IIA SA Board of directors and is not subject to appeal or review.

Travel and accommodation costs:

In the event that the nominee is shortlisted, the Institute will cover the cost of their attendance at the gala dinner at which the award is presented. All other costs incurred by the nominee, not limited to but including travel and accommodation costs, will be for the sole expense of the nominee and will not be covered by the Institute.