

JOB OPPORTUNITY

Date: **March 23, 2018**
Title: **Internal Auditor**
Reports to: **Director Internal Audit & Risk Management**
Number of Vacancies: **(1)**
Application deadline: **Friday April 6, 2018**
Duty station: **AFENET-Secretariat- Kampala**

Background:

The African Field Epidemiology Network (AFENET) is a non-profit organization established in 2005 with a mission to improve human health through the strengthening and expansion of applied epidemiology and laboratory capacity in partnership with Ministries of Health, Non-Governmental Organizations, international agencies, private sector and other public health agencies. AFENET has its headquarters in Kampala, Uganda with operations in more than 30 African Countries.

AFENET seeks to fill position of Internal Auditor which is based at the AFENET Secretariat in Kampala with a competent person to support the Internal Audit Unit operations.

Purpose of the Job:

To participate in the planning and execution of the annual Internal Audit plan. This is a senior position with potential for further growth into leadership.

Duties and responsibilities:

Below are the duties and responsibilities for the mentioned position: -

- Assist in the development of risk based audit plans to determine the internal audit activity's priorities in the Secretariat and entire Network
- Facilitate the risk assessment of countries and operations
- Plan and execute audit engagements in accordance with accepted standards
- Monitor and coordinate the implementation of the annual audit plan as approved, including as appropriate any special tasks or projects requested by the Director
- Conduct audits to assess the effectiveness and adequacy of internal controls, accuracy of financial records, and efficiency of organizational operations using professional audit standards and practices
- Prepare reports of audit results and recommendations to management using good written communication skills in order to improve the control, risk management and governance framework.
- Assess compliance with donor and Government statutory requirements in areas including but not limited to USG requirements, taxation laws, employment law and any other applicable local requirements during audit engagements
- Determine whether organizational units are performing their planning, accounting custodial, risk management or control activities in compliance with applicable statements of policy and procedures and in a manner consistent with both organizational objectives and high standards of administrative practice during audit engagements
- Conduct special reviews/investigations as directed and prepares reports of audit results and recommendations to management using good written skills
- Review and make recommendations to improve the risk management framework in the Network countries

- Highlight current and emerging risk and review adequacy of risk mitigation
- Train and develop new audit staff, when necessary
- Contribute to the overall report made to the Board Committee for Finance, Audit & Risk Management
- Maintain Continuing Professional Education ("CPE") by attending professional seminars and trainings.
- Provide support during the External Audits and guidance to the Board and Executive Management on implementation of recommendations and corrective action

Minimum/Preferred Qualifications and Skills:

- Minimum of a University Degree in Commerce, Accounting or Business Studies.
- Must possess Professional Accounting and Audit certifications – CIA, CFE, CPA, ACCA, or other internationally recognized accounting qualifications
- Professional experience of at least three (3) years of Internal Auditing in a reputable Organization preferably of NGO background
- Proven track record in Internal Audit, Fraud Investigation, ICT Audit and evaluation of systems and procedures. Good experience in ICT audit would be an added advantage
- Must have excellent knowledge of Computerized Accounting Systems, preferably Sun Systems, Sun flow and literacy in using other Microsoft Office programs.

Language:

- It is important to note that the preferred candidate should have good knowledge and command of English as well as French, both written and oral.

Other Competences:

The preferred candidate must have the following competencies:-

- Knowledge and understanding of both local and International statutory requirements (for Employment, taxation and other international labour regulatory statutes, etc.)
- A team player
- Must be able to work independently in different countries
- Sensitivity to working with people in situations of high vulnerability and in a multicultural environment
- Should have good communication and quantitative skills
- Must be able to travel extensively within the country and internationally up to 50% of the time
- Have a high level of integrity and professionalism
- Be dynamic, proactive with an excellent level of organization

Remuneration:

Competitive based on qualification and experience.

Submit your resume, application letter, and relevant documentation to:

The Administration and HR Office email; sec@afenet.net

***ONLY successful candidates shall be contacted for an interview.**

Please note that all applications should be sent online by close 5:30pm (EAT) Friday April 6, 2018.

Note: More details about this position can be obtained from our website: www.afenet.net