



# Job Description

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<b>Job Title</b> Head of Internal Audit	<b>Job Location</b> Dar es Salaam	<b>Category</b> Audit
<b>Job Type</b> Full Time	<b>Job level</b> Head of Department	<b>Industry</b> Banking
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Banking: 8 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Audit: 8 Years	<b>Secondary Category</b> -
<b>Certificate</b> Certified Public Accountant / NBAA	<b>Qualification</b> -	

## Summary

Responsible for performing objective, independent, and reliable assessments of the effectiveness of a bank's risk management activities, its compliance with applicable regulations, and its internal control-environment

## Responsibilities

- Examine and evaluate the effectiveness and adequacy of the internal control systems.
- Perform review of the effectiveness and application of risk assessment methodologies and risk management procedures.
- Review financial and management information systems, including the electronic banking services and electronic information system
- Review financial reports and accounting records for accuracy and reliability.
- Perform review of means, techniques, or methods of safeguarding assets
- Perform review of system applied by the bank in evaluating its capital vs estimated risk
- Perform evaluation of operational efficiency
- Perform test on both the functioning of specific internal control procedures and transactions
- Perform review on established systems for ensuring codes of conduct, compliance with regulatory and legal requirements, and the implementation of procedures and policies
- Monitor and supervise administrative activities in IAD department to ensure adequate control and cost effectiveness in all activities including manpower and operational activities.
- Spearhead and co-ordinate continuous improvements of operating systems, procedures and policies; thus reviewing, evaluating, investigating, and advising on appropriate systems and internal controls required in the respective departments for the smooth and prudent financial management and running of the Bank's business.
- Perform special investigations as may be required from time to time.
- Perform any other duties as may be required by the Chief Executive officer or Chairman of the Board Audit Committee

## Education & Qualifications

- University Degree in Commerce /Accountancy /Business Administration /Economics /Banking and Finance or equivalent
- A Master's degree and Certification by Institute of internal Auditors (CIA) is an added advantage
- Professional qualification in Fraud examination or related

## Requirements

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- Professional qualifications in accounting such as CPA, ACCA.
- Minimum of Eight (8) years' of experience in Internal Audit, Three (3) of which in Managerial Position of a reputable Bank /financial Institution of Audit Firm

## Reporting To

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Board

## Driving Licence

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Not Required

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