



Job Description

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Job Title Head of Internal Audit	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Director / CXO	Industry Banking

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Banking: 8 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Reports direct to the Board Audit Committee; Responsible for the organisation's internal audit service, including drawing up the internal audit strategy and annual plan and giving the audit opinion. Helps an organization to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance process. Provides reasonable assurance on the effectiveness of the organization's risk management and the strength of internal controls as well as consulting, advisory and fraud examination services to the organization.

Responsibilities

Provide leadership responsibility for the Audit planning, field work, and post audit work to the organization.

- Ensure that individual audits are completed as scheduled and in compliance with the departmental quality assurance guidelines and applicable policies and procedures.
- Championing internal controls and corporate governance concepts throughout the business functions and processes
- Work with other business functions in the organization to promote and support good governance.
- Coordinate and assist with the preparation of Audit Committee materials. Participate in quarterly or more frequent Audit Committee meetings.
- Proactively inform senior management of significant risks or exposures related to internal controls, compliance, and/or governance requiring prompt attention
- Help the organization understand the risks to good governance.
- Give advice to the leadership team and others on the control arrangements and risks relating to proposed policies, programs, and projects.
- Promote the highest standards of ethics and standards across the organization based on the principles of integrity, objectivity, competence, and confidentiality.
- Offer advisory or consulting services where appropriate.
- Provide technical assistance with investigations, special audits, and provide subject-matter expertise as needed.
- Give advice on risk and internal control arrangements for new and developing systems,

including major projects, programs and policy initiatives whilst maintaining safeguards over independence.

- Responsible for coaching, mentoring, and developing career paths for direct reports.
- Perform any other duties as may be assigned by the board.

Education & Qualifications

- Bachelor's Degree or equivalent with a concentration in Business Administration, Accounting, Finance or Information and Communication Technology (ICT)
- Professional designation such as CPA (Certified Public Accountant), CIA (Certified Internal Auditor), CMA (Certified Management Accountant), CISA (Certified Information System Auditor), CFE (Certified Fraud Examiner) is required.

Requirements

- Experience in auditing at senior level for at least 8 years.
- Working knowledge of business and financial processes and internal controls, IFRS (International Financial Reporting Standards), IPPF (International Professional Practice Framework) and The IIA Standards (the Institute of Internal Auditors)
- Planning, organizational, and efficiently execute audits and build working relationships with customers and audit associates.
- Effective communication skills (oral and written), problem solving and decision making.
- Working knowledge in data analytics
- Aptitude to exercise good judgment and focus on actions that deliver results.
- Capability to drive continuous improvement processes.
- Quick learner and highly motivated, and works effectively as a team member
- Ability to identify and address risks within moderately complex systems.
- Skill to handle multiple, concurrent assignment.
- Knowledge of company policies, Information Technology general and application controls preferred.
- Ethical conduct, integrity, and objectivity in all circumstances
- Analytical and computer skills including Windows operating system, Microsoft Office application software (i.e. Word, Excel, PowerPoint)
- Project management and team leadership and training skills
- Confidentiality and strict adherence to Business Conduct Manual

Reporting To

Board Audit Committee

Driving Licence

Not Required

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