

# **Job Description**

IT & Software, Banking

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Job Location Job Title Category Internal Audit Manager (ICT) Dar es Salaam Audit

Job Type Job level Industry Manager

Open to Expatriates

**Full Time** 

Only Open to Tanzanian Nationals

# Minimum Requirements

Min Budget **Max Budget** Primary Industry

IT & Software: 5 Years

Secondary Industry **Primary Category** Secondary Category

Banking: 5 Years Audit: 5 Years

Qualification Certificate

## Summary

Provide independent, reliable, valued, insightful and timely assurance to the Board and Executive Management on the effectiveness of governance, risk management and control over current and evolving ICT risks.

## Responsibilities

#### Financial

- · Assist the country Head of Internal Audit in developing IT audit plan and budget.
- Manage the IT audit projects and costs to ensure audit engagements are executed in line with the approved annual budget.

## Internal Business Processes

Provide leadership and deliver internal audit reviews on Information and Communication Technology of the NCBA Bank Tanzania Limited. Specifically:-

- 1. Perform annual ICT audit planning and scoping in line with the bank's ICT strategy.
- 2. Provide management with guidance on ICT risk management matters, particularly on infrastructure and cyber security
- 3. Conduct assurance and advisory/consulting reviews of systems, applications and IT processes. Prepare reports of review results to the Head of Internal Audit, Executive Management, Group IT Management, and Board Audit Committees;
- · Perform pre- and post- implementation reviews of ICT (governance, business continuity and disaster recovery, general controls and application controls, and cyber security/information security),
- · Coordinate the scope and perform ICT reviews with Group ICT audit team, business units, and external security experts (where required).
- 4. Develop, build & implement tools to analyse data to improve audit efficiency and effectiveness. Ultimately be a source for analytics that IAD colleagues and Management adopt to provide business insights and for continuous auditing purposes
- 5. Track ICT audits and validate ICT issues to confirm adequacy of issues closure.
- 6. Conduct continuous business monitoring reviews highlighting significant issues impacting the bank's ICT environment, and timely suggest solutions to overcome them.
- 7. Perform independent assessment of ICT risks including identifying areas where the bank should consider additional investment and areas Internal Audit should prioritize.
- 8. Coordinate external auditors, regulatory examiners and assessors in performing ICT reviews.

- 9. Monitor whistleblowing process in line with the bank's whistleblowing policy.
- 10. Assist in review of Internal Audit policies, procedures, and methodology to promote efficiency in audit execution and provide greater value to the bank.
- 11. Carrying out other tasks as may be directed from time to time by the Head of Internal Audit

#### Customer

- 1. Understand the needs of clients and perform customer centric audits targeting at improving process efficiency.
- 2. Conduct advisory and consulting audit reviews targeting at customer value addition.
- 3. Build strong relationships and mutual trust with all internal and external stakeholders.
- 4. Timely discuss and agree on the factual accuracy of audit observations with audit clients.
- 5. Produce timely audit reports, and follow-up on timely remediation of audit findings especially those with direct impact to customers.

## Learning and Growth

- 1. Embrace continuous learning and professional development.
- 2. Be a change agent and be positive to change.
- 3. 3. Open-minded spirit, receive and implement feedback
- 4. Achieve mandatory 40 hours L&D through E-Learning Courses and classroom training
- 5. Stewardship:-Be passionate about leaving things better than you found them.

## **Education & Qualifications**

- Bachelor degree preferably in Computer Science or Information Systems. Master's degree is an added advantage.
- Must be qualified as CISA, CISM, CISSP or equivalent.

# Requirements

- At least 3 years' managerial experience in ICT auditing or ICT risk/control assurance activities preferably in financial services industry, and/ or is from a reputable Audit Firm.
- Relevant knowledge about banking products and services.
- Understanding of multiple technology domains including software development, Windows, database management, networking, SAP, and T24 system (preferred).
- Understanding of information security standards, best practices for securing computer systems, and applicable laws and regulations.
- Practical understanding of regulatory (BOT) guidelines on IT.
- Proven track record of good conduct (values) and high performance in previous role(s).

## **Driving Licence**

Not Required

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