



Job Description

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Job Title Internal Controller	Job Location Dar es Salaam	Category Risk, Audit
Job Type Full Time	Job level Manager	Industry Oil & Gas
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Oil & Gas: 3 Years
Secondary Industry -	Primary Category Risk: 3 Years	Secondary Category Audit: 3 Years
Certificate -	Qualification -	

Summary

The job purpose of the role is to support management in the Design, improvement, and effectiveness testing of the Internal Control Frameworks and the ERM definition/maintenance of the Group affiliates in Tanzania. In addition, he/she will also contribute to the mitigation of business risks to support the achievement of the Entities' strategic and Organizational objectives.

Responsibilities

- Support and assess with local management the ERM adequacy and identify potential gaps, if any.
- Be the local sponsor of Internal Controls in the country and support the Region's Internal Control Manager.
- Conduct design and effectiveness testing of the internal control framework in line with indications received/supervised by the Region's Internal Control Manager.
- Plan and conduct investigations after obtaining instructions by the Region Internal Control Manager.
- Build strong relationships to foster organizational buy-in and management support of the internal control.
- Agree and support local management in the implementation of internal control remediation plans.
- Work with local teams to follow-up, monitor and provide status updates of the implementation of the agreed remediation plans and control improvements.
- Provide internal control advisory and training to the Entities' managers and Become a consultant and advisor in the field of internal control for process managers and stakeholders.
- Identify, analyze and report on potential internal control.
- Increase the capacity of the Group entities in Tanzania to anticipate and act upon internal control issues.
- Contribute with ideas, initiatives, and suggestions to improve the internal control and ERM frameworks.
- Promote and foster a culture of strong internal controls and compliance.
- Analyze and coordinate Tanzania Entities' response to potential internal and external audits and take account of the recommendations in collaboration with the respective management teams.
- Help and support the entities' Management in Tanzania to execute and monitor continuous internal control improvements and action plans.
- As a member of the Group Internal Control department, participate in the implementation of Internal control projects at global, regional, or local levels, such as the development of policies, procedures or specific internal control projects/initiatives.
- Conduct ad-hoc engagements as per the indication received by the functional management.

Other responsibilities:

- Being proactive and innovative, you are expected to be highly reliable, to search for excellence, to respect good governance and HSSEQ principles across the company, and to consider the company's reputation at all times in particular respecting the

Group's Code of Conduct.

- You are responsible for your personal results and do not hesitate to display a proactive and creative attitude with a particular commitment to teamwork.

Education & Qualifications

- Bachelors' Degree in Finance or Audit
- Proficient with Microsoft Excel, PowerPoint and Word software

Requirements

- 3-5 years of experience in the risk management and internal control domains, derived from a combination of internal or external audit and financial control responsibilities in Big Four and/or international

In addition, the following background/experience will be positively assessed:

- Professional certifications in Risk Management / Internal Audit / Internal Control such as CIA (Certified Internal Auditor), CFE (Certified Fraud Examiner)
- Oil / Gas Industry Experience

Characteristics

- Ability to relate and communicate effectively verbally and in writing across all levels of staff inside and outside the department and be dedicated to meeting the expectations and requirements of internal control matters
- Ability to work in an international environment
- Ability to produce written documentation in English with high-quality standards
- Hands-on, energetic, organized, team player and team-oriented with proven ability to adapt quickly in a changing environment and facilitate change, multitask effectively, and work independently
- High attention to details
- Ability to travel

Reporting To

- Managing Director (s)

Driving Licence

Not Required

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