

## INTERNAL AUDITOR –JOB DESCRIPTION

<b>POSITION</b>	Internal Auditor
<b>SUPERVISOR</b>	Group Head of Audit, Risk & Compliance
<b>JOB SUMMARY, DUTIES AND RESPONSIBILITIES</b>	
<b>Job Summary</b>	<p>The Internal Auditor will be responsible for conducting risk-based internal audits in line with the Board approved annual internal audit plan or as requested by Management and the Board.</p> <p>The audits will be performed in a highly automated environment thus requiring a strong IT audit background.</p>
<b>Duties and Responsibilities</b>	<p>The key duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>• Obtain an in-depth understanding of the company's business processes.</li> <li>• Working with the Supervisor, perform periodic risk assessments that inform the annual risk-based Internal Audit Plan.</li> <li>• Participate in the formulation, implementation and monitoring of the annual Internal Audit Plan.</li> <li>• Develop appropriate audit tests aimed at addressing identified risks and achieving the desired audit objectives.</li> <li>• Plan and execute internal audits in accordance with the IIA International Standards and the Audit, Risk &amp; Compliance function's audit methodology.</li> <li>• Conduct ad-hoc / special investigations and reviews as requested by Management / Board.</li> <li>• Discuss audit findings and recommendations with departmental / unit heads; identify and communicate control issues noted, offering practical solutions relevant to business and related risks.</li> <li>• Prepare and submit timely, quality audit reports; ensure that all work is delivered, as well as supporting working papers for the audit findings, conclusions and recommendations.</li> <li>• Continuously monitor that audit recommendations have been implemented by Management by way of follow- up audits and report on any gaps observed in the quarterly reports.</li> <li>• Evaluate the adequacy of risk management practices and internal control systems and make recommendations on improvements to ensure that such systems are up to date in safeguarding the company's assets and proactively avert losses.</li> <li>• Develop new continuous improvement initiatives.</li> <li>• Keep abreast with the company's compliance requirements and other applicable laws and regulations.</li> <li>• Work with the Supervisor in reviewing and verifying compliance with all the relevant legislation and regulatory requirements.</li> <li>• Maintain effective relationships with Management and manage a variety of stakeholders and their expectations through regular communication.</li> </ul>
<b>QUALIFICATIONS AND EXPERIENCE</b>	
<b>Education</b>	Bachelor's degree in a business-related field or IT from an academic institution recognized by the Commission for University Education.
<b>Professional Qualifications</b>	Professionally certified or studying towards certification in the following; Certified Internal Auditor (CIA) Certified Public Accountant (CPA), Certified Information Systems Auditor (CISA), or an equivalent professional qualification.

	Membership to a relevant professional body will be an added advantage.
<b>Experience</b>	Minimum of three (3) years' relevant working experience. Background in a professional audit firm will be an added advantage.
<b>KNOWLEDGE AND COMPETENCIES</b>	
<b>Technical Skills</b>	<p><b>Professionalism</b> Demonstrate the authority, credibility, and ethical conduct from the following knowledge areas;</p> <ul style="list-style-type: none"> <li>• Mission of internal auditing.</li> <li>• Internal audit charter.</li> <li>• Organisational independence.</li> <li>• Individual objectivity.</li> <li>• Ethical behaviour.</li> <li>• Due professional care.</li> <li>• Professional development.</li> </ul> <p><b>Performance</b> Plan and perform internal audit engagements in conformance with the IIA International Standards demonstrating competence in the following knowledge areas.</p> <ul style="list-style-type: none"> <li>• Organizational governance.</li> <li>• Fraud.</li> <li>• Risk management.</li> <li>• Internal control.</li> <li>• Engagement planning (Objectives and scope, Risk assessment, Work program, Resources).</li> <li>• Engagement fieldwork (Information gathering, Sampling, Computer-assisted audit tools and techniques, Data analytics, Evidence, Process mapping, Analytical review, Documentation).</li> <li>• Engagement outcomes (Communication quality, Conclusions, Recommendations, Reporting, Residual risk and risk acceptance, Management action plan, Results monitoring).</li> </ul> <p><b>Environment</b> Identify and address the risks specific to the industry and environment in which the company operates by demonstrating competency in the following knowledge areas;</p> <ul style="list-style-type: none"> <li>• Organizational strategic planning and management (Structure, Performance measures, Organizational behavior, Leadership).</li> <li>• Common business processes.</li> <li>• Social responsibility and sustainability.</li> <li>• Information technology (Data analytics, Data visualisation, Security and privacy, IT control frameworks and Microsoft Office suite).</li> <li>• Accounting and finance.</li> </ul>
<b>Interpersonal Skills</b>	<p><b>Leadership and Communication</b> Provide strategic direction, communicate effectively, maintain relationships, and manage the Group Internal Audit, Risk and Compliance function's staff and processes by demonstrating competency in the following knowledge areas;</p> <ul style="list-style-type: none"> <li>• Influence and communication (written and verbal).</li> <li>• Leadership and teamwork.</li> <li>• Change management.</li> <li>• Conflict resolution.</li> <li>• Excellent negotiating, persuasion and collaboration.</li> </ul>

	<ul style="list-style-type: none"><li>• Strong time-management and organization.</li><li>• Ability to multi-task and work under pressure.</li><li>• Critical thinking.</li><li>• Flexibility and willingness to travel on short notice.</li></ul>
<b>Application Deadline</b>	31 January 2023
<b>How to Apply</b>	Click on this link. <a href="https://bit.ly/3Ji8eAO">https://bit.ly/3Ji8eAO</a>