

Equity for Tanzania Limited (EFTA)

P.O. Box 7293, Moshi, Tanzania

Tel: +255 (0) 27 27 54696 Email: info@efta.co.tz



INTERNAL AUDITOR OFFICER: JOB DESCRIPTION.

Job Title:	Internal Auditor officer.
Reporting to:	Head of Internal Audit.
Department:	Internal Audit Department.
Location:	Head Office, Dar Es Salaam.

Section I – JOB DESCRIPTION

PURPOSE OF POSITION

The incumbent will assist the Head of Internal Audit to make sure the organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The incumbent will be responsible for ensuring the audit findings are closed within the deadline time by making follow ups to the goal owners.

The incumbent is responsible for conducting the impact evaluation on the customers and recommending improvements.

MAJOR RESPONSIBILITIES

List statements describing the final results of this position and method of accomplishments, and how results/performance are reviewed and measured. Begin with the most important accountabilities.

% Time	Major Activities	End Results Expected
Planning (10%)	Participate in developing and preparing the Annual Audit Plan that outlines the activities to be	Annual Plan is prepared and submitted to Head of Internal Audit.



	<p>undertaken by the Internal Audit Department during the year.</p> <p>Develop Audit Engagement Plan</p>	<p>Audit Engagement Plan is approved by Head of Internal Audit.</p>
<p>Audit (50%)</p>	<ul style="list-style-type: none"> - Perform Audit work in accordance with the approved internal audit plan and professional standards. - Carry out the procedures outlined in the internal audit plan under the supervision of supervisor. - Carry out independent assessment of the application and compliance with the established company policies, procedures and regulations. - Review, appraise and advise accordingly the soundness, adequacy and efficiency of accounting, financial, business operations process, MIS, HR and other internal controls and detect irregularities and illegal acts. - Perform operational reviews and appraisals on the cost effectiveness and efficiency with which company resources are employed in all EFTA business processes. - Review and advise degree of compliance of EFTA business to its internal policy and procedures. - Perform audit of the EFTA assets to ascertain that they are properly recorded and safeguarded from theft, fraud, and misappropriation. - Perform audits of the EFTA's liabilities and ascertain that they are accurate and genuine. - Provide investigative services, as the need arises, and if possible, recommend changes on policies and procedures arising from the case(s) investigated in order to strengthen EFTA's control management system. - Carry out sampling tests for examination. - Perform client visits during audit. 	<p>Number of recommendations provided</p> <p>Number of critical audit issues resulting in changes in the policies, procedures, instructions etc. of EFTA.</p> <p>Number and timeliness of audit reports generated.</p> <p>Work paper standards are met.</p> <p>Investigations are attended promptly.</p>



	<ul style="list-style-type: none"> - Clarify all audit findings with auditees during the process of audit fieldwork to minimize discussion time in the exit conference. - Ensure all working papers are completed and in order – initials, cross-references, date, work descriptions, clearance. - Write summary of audit results and conduct the exit discussion with the auditees. - Publish reports within the standards set. - Assist in the execution of the external audit as well as examinations which will be conducted by the Bank of Tanzania. 	
<p>Follow ups of the Audit Findings 20%</p>	<ul style="list-style-type: none"> - Make sure the internal audit findings are closed on time by making close follow ups to the goal owners. - Make sure the external audit findings are closed on time by making close follow ups to the goal owner of the findings. - Make sure the Bank of Tanzania examination findings are closed within a time by making a follow up to the responsible person. 	<p>Number of open audit findings are reduced quarterly by more than 75%.</p> <p>Audit findings are closed within the specified deadline time.</p>
<p>Reporting (15%)</p>	<ul style="list-style-type: none"> - Participate in the preparation of the BARC papers and assigned work for the preparation of the BARC papers should be submitted within three days after assigned with the works. - Internal audit report for branches and head office departments are submitted within seven days after internal audit engagement is completed. - Submission of the audit follow ups for internal audit reports, BoT examination, and external audit report. - Discuss the results of the audit with the respective unit/branch/department managers and advises on appropriate actions to improve conditions. 	<p>Number of reports prepared per year.</p> <p>Number of recommendations made.</p> <p>Number of audit reports published on time.</p> <p>At a minimum, quarterly update on status of implementation of audit recommendations.</p>

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EFTA
EQUIPMENT LOANS

	- Maintains adequate records of reports submitted and monitors whether actions to rectify the reported findings acknowledged are undertaken promptly.	
5%	Other duties as assigned.	Accomplish them as predetermined.

Minimum education, training and experience requirements to qualify for the position:

University degree in accounting, finance or business administration
Computer skills, Microsoft office applications
Must have good oral and written communication skills

Preferred Skills, Knowledge and Experience:

List academic, technical skills or other knowledge preferred for this position.

<ul style="list-style-type: none">- Risk Management Skills- Problem-Solving Skills- Accounting Experience- Project management skills- Product Knowledge- Regulatory Knowledge- Communication Skills- Data Analytics,- Leadership Skills.
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Work Environment:

Include *travel and work environment* details.

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The position requires ability and willingness to travel within the country up to 70% of the time.

How to apply:

Use the email attached here to send you application: tefta@efta.co.tz For all interested candidates kindly visit our website: www.efta.co.tz for applications.