



SO. H-3  
Approved by  
MLPS & HRD  
5/6/2019



## JOB OPENING

# Internal Auditor

**Job Title:** Internal Auditor  
**Reports to:** Country Director/ South Sudan Board Director  
**Duty Station:** Juba  
**Deadline:** 25<sup>th</sup> June, 2019

Action Africa Help International (AAH-I), is an international non-profit making agency that implements humanitarian relief, recovery and development projects in Africa. AAH-I seeks a qualified candidate for the position of Internal Auditor. He/ She will work under the overall leadership of the Country Director and South Sudan Board Chair.

### Job Summary:

The Internal Auditor supports and carries out audit functions of the organization and partner activities and systems-strengthening in line with AAH-I's Vision, Mission, Core Values and Strategic Objectives.

### Duties & Responsibilities

1. Support the development of a systematic and effective audit function in line with local and corporate audit guidelines and Action Africa Help strategy.
2. Perform a review of major financial systems and controls to ensure efficient and effective use of resources, accuracy of records, security of assets and prevention of fraud
3. Examine, document and appraise internal controls and accounting systems of the departments, sectors and projects in line with AAH's audit guidelines and financial management policies.
4. Perform special investigations of systems, policies, procedures and activities as requested by management
5. Support the national team, regional facilitators and team leaders to maximize opportunities for funding and ensure that these funds are used to maximum advantage to further the country program goals and objectives



6. Develop the national and field teams to enable them build their capacity in accounting and audit related issues
7. Support the production and analysis of audit reports to enable decision making in line with AAH Internal control and compliance guidelines

### **Expected Results**

- Development of a competent audit plan
- Internal controls summarized and clearly understood.
- Audit reports compiled and interpreted for non-finance staff
- Financial systems and controls summarized
- Audit report to management of key findings involving non-compliance to policies and procedures compiled and submitted
- Fraud and misappropriation of organizational resources detected and prevented.
- Staff supported in implementation and adoption of new systems
- Audit tests designed and put to use
- Gaps/weaknesses identified and action plans developed
- Audit Training programs developed and conducted

### **Qualifications**

- Master's degree in Finance, Accounting or Business Administration from a recognized university
- Internationally recognized accounting or auditing certification, such as CPA, CIA, ACCA
- Minimum 5 years working experience in a reputable organization preferably an NGO in accounting or auditing field.
- Excellent computer skills with profound knowledge of Microsoft Office applications, internet and basic data management software.

### **Skills and Competencies**

- Analytical, coordination / networking, negotiation, communication and interpersonal skills
- High ethics and integrity
- Results and team-oriented
- Ability to work under tight deadlines
- Proven ability to produce high quality reports/documents, work programs, tests, sampling

### **Application Instructions**

Please send your cover letter outlining how your skills and experience meets the Person Specification along with your CV, academic certificates and national ID to Human Resource Department through [recruitss@actionafricahelp.org](mailto:recruitss@actionafricahelp.org) and copy [bhillary@actionafricahelp.org](mailto:bhillary@actionafricahelp.org) or Submit your hard copy application to AAH-I office across the road from Indian Embassy before **25<sup>th</sup> June, 2019**.

Note: **This position is open for South Sudanese Candidates who meet the requisite qualification and experience. Female Candidates are highly encouraged to apply.**

