



Munuki SDA
Compound
P.O Box 247
Juba, South Sudan

JOB ADVERT

Job Title: INTERNAL AUDITOR
Reports to: Country Director -ADRA South Sudan
Duty Station: Juba - with regular travel to the field.
Closing date: 18th Jan, 2023 at 5:00pm South Sudan time

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “To serve humanity so all may live as God intended”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*

ADRA’s Values: *Courageous. Compassionate. Connected*

Job Objective:

The Internal audit function is responsible for improving the operations of ADRA South Sudan by bringing in a systematic and disciplined approach to the effectiveness of risk management, control and governance process.

The Internal Audit Officer will be responsible for regular auditing of ADRA South Sudan’s programs, operations and Partners to ensure compliance with ADRA and Donor rules and regulations. The audits will assess whether ADRA’s systems of internal controls are adequate and identify improvements where necessary across all departments, including programs, finance, logistics, Procurement, HR and IT. Although reporting directly (functionally) to the Board through the Audit Committee, the Internal Auditor (IA) will be expected to report administratively to the Country Director.

Duties and Responsibilities/ Key Result Areas.



1. **Policies and Procedures:** To stay informed of and ensure adherence to the standard of ADRA procedures and policies in relation to Logistics, Finance, HR and Programs as set out in the ADRA South Sudan's;
 - Human Resource Policy
 - Procurement Policy
 - Finance policies
 - National Emergency Management Plan (NEMP)
 - Safety and Security Policy
 - MOUs for Partnerships
 - ADRA's interim / final reports both programmatic and financial
 - Have an understanding and awareness of ADRA's MEAL processes and guidelines, and how they contribute to the internal control environment.
2. **Fraud, Anti-corruption and Whistleblowing:** To familiarize oneself with the fraud, anti-corruption and whistleblowing policies and help implement these policies to staff as directed by Senior management.
3. **Donor Compliance:** To familiarize oneself with and ensure adherence to Donor rules and regulations in relation to Logistics, Finance, HR and Programs as set out in the Grant agreements and through ADRA donor guidelines and training materials (as and when required based on assigned donors).
4. **Planning:** To prepare, agree and coordinate periodic Internal Audit plans & Donor Compliance reviews, based on risk assessment. The plans should be reviewed and reassessed at least bi-annually in consultation with Senior management and Board.
5. **Internal Controls:** To walkthrough and test ADRA South Sudan's systems and controls, assessing whether they are operating as per policies, procedures and donor regulations with emphasis on risk management, finance, cash handling, trainings, logistics, procurement, stores, fleet management, HR, security and distributions. This should include following transactions through the supply chain and to beneficiaries or recipients, and adhoc visits to trainings etc.
6. **Internal Audit:** To conduct regular internal audits at Juba- Head office, and field offices/ (locations) and Implementing Partners based on the agreed Internal Audit plans, with particular emphasis on transaction testing, cash management, float transaction testing, program trainings, asset management, stock keeping, vehicle operations, personnel management, beneficiary distributions and records, and general donor compliance.
7. **General IA Reporting:** To produce internal audit reports, in the agreed standard format, for presentation to the Senior Management Team and the Board with findings and issues identified during the audit, give appropriate recommendation and actions, providing advice and suggestions on improvements to ADRA South Sudan Systems and procedures where appropriate.

The Internal Auditor will also liaise with external auditors to maintain up-to-date issues log from their own audits and will follow up on all outstanding issues until they are closed.
8. **Monthly Reporting:** To produce a monthly Internal audit status report in the agreed standard format, for presentation to the Senior Management Team and the Board. Reports should be sent to the Senior Management team within the first 5 working days of each month.
9. **Feedback:** To provide regular feedback and updates to Senior management on the Consolidated issues lists.

10. **Risk Management:** To design a risk management Matrix to be used by the Internal Auditor to independently assess risk and identify risk management and mitigation strategies ADRA South Sudan could embrace to ensure risk management processes are effectively embedded throughout the organization.

As directed by Senior management this should include some attendance at Senior Management Team and/or Key Committee(s) meetings and/or regular review of the risk register, including trend analysis, and comparison to internal audit results.

11. **Investigations:** To conduct any ad-hoc internal audit, compliance and financial investigation assignments as requested by the CD and/or Board.

12. To perform other audit / compliance-oriented tasks as requested by ADRA South Sudan Senior Management Team and or Board from time to time.

Requirements and Skills

1. Proven Working experience as an internal Auditor or Senior Auditor
2. Proven Knowledge of Auditing Standards and procedures, Laws Rules and regulations
3. Computer Skills on MS office, Accounting Software and Data bases
4. Knowledge in SunPlus Accounting software and Added advantage
5. Ability to manipulate large amounts of data to compile detailed Reports
6. Excellent analytical skills and High attention to details
7. Possess a thorough knowledge of accounting procedures and Sound independent judgement
8. A Bachelor's Degree in Accounting or Finance

Key performance indicators:

1. Compliance with all Organizational policies and procedures, and respect for Organizational values.
2. Timeliness and quality of the financial and other reports you are required to submit to your supervisor(s), donors / development partners and government authorities
3. Efficiency and effectiveness in the management and / or use of organizational resources entrusted to you, and delivery on the tasks assigned to you as per your Job description.
4. The performance of the department and / or staff under your responsibility.
5. Positive representation, good public relations and promotion of ADRA South Sudan's positive image among the stakeholders in your sphere of influence.
6. Your contribution to: the establishment of new beneficial networks and / or partnerships for ADRA South Sudan; identification of new funding opportunities for the organization; and the subsequent development and implementation of successful projects / programs.

Instructions for applications:

All applications should be sent to jobs@adrasouthsudan.org. Qualified female South Sudanese nationals are highly encouraged to apply.



Note:

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

Safeguarding:

ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

