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Approved by
MOI 23/02/2022
N. H. H.



JOB VACANCY

INTERNAL AUDITOR– AAHI, South Sudan

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

AAH-I is looking to recruit a suitably qualified candidate to fill the vacant position of Internal Auditor to be based in Juba (Central Equatoria State), South Sudan.

Reports to: AAH-I Board and Regional Director

Department/Unit: Audit

Staff Management: N/A



Liaises with:

Internal

- Heads of Sector; Security coordinator; HR Manager, and Procurement Coordinator
- Monitoring and evaluation Manager
- Country Finance Manager and Team
- Other Area Coordinators
- Regional Finance & Administration Coordinator, Country Programme
- Country Finance Managers/Officers, Sector Heads, Project Managers, Accountants, and Coordinators and field Finance team.

External

- External Auditors
- Partners, Donors support agencies: UNHCR, WFP, UNICEF, OCHA, etc.

Duty Station: Juba (Central Equatoria State), South Sudan with travel to field stations and other AAH-I Country Programmes.

Job Summary:

The role of the Internal Auditor will be to ensure the economical, effective and efficient use of resources, safeguard the organisation's assets, ensure compliance with established policies, procedures, laws and regulations, and ensure that country programmes are adequately delivering their objectives. The role will also coordinate and review risk management at the country and regional level. S/he will be expected to produce regular reports to senior management and the Audit Committee summarising key audit issues and report on any fraud and irregularities. The Internal Auditor shall comply with the rules and regulations laid down by AAH-I.

DUTIES AND RESPONSIBILITIES

The roles of the Internal Auditor include risk management, compliance, execution of the audit, and reporting.

1. Risk Management

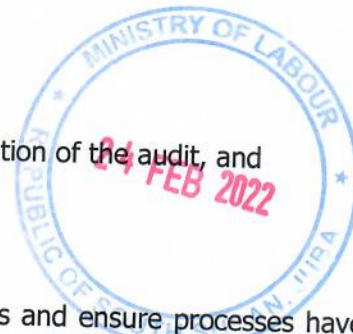
- a) Identify potential risk areas in the course of audits and investigations and ensure processes have been designed well enough to enable managers to manage the risks that they are responsible for in an effective way.
- b) Ensure controls are properly designed, implemented and operationally effective to mitigate those risks.
- c) Ensure AAH-I risk profile is developed regularly, monitored and updated.

2. Compliance and Policy Reviews

- a) Examine financial records, information storage systems and internal controls to ensure there are no indications of mismanagement, unnecessary waste of resources or fraud.
- b) Ensure controls established are strictly adhered to and in line with the guiding objectives of AAH-I.
- c) Ensure that laid down limits of authority are consistently complied with.
- d) Review the existing policies and procedures of AAH-I and f Donor agencies to ensure the Finance and Department Operational manuals are appropriate and meeting compliance requirements.
- e) Examine the utilisation of budgets in relation to the donor's/AAH-I allowed areas of expense.
- f) Ensure legislative or regulatory issues affecting AAH-I are recognized and addressed appropriately.
- g) Employee's actions are in compliance with policies, standards, procedures and applicable laws and regulations.

3. Audit Execution

- a) Conduct internal audits of AAH-I Headquarters and Country Offices as scheduled in the Annual Audit Plan and within the deadlines established in the annual Audit Calendar; which will include planning, collecting, analysing, interpreting, and documenting information to support audit results, communicating results, and following up to ascertain that appropriate action is taken on reported audit findings; in accordance with Internal Audit standard.
- b) Prepare annual audit plan and audit calendar based on audit risk areas identified by the AAH-I, external audit results, and internal auditor experience.
- c) Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity.



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Additional Skills & Competences

- Organisational risk based audit skills
- Communications skills (written and spoken)
- Organisational and managerial skills
- ICT Specialty (email, spread-sheets, word, database, job-related software, etc.)
- Good understanding of internal audit including international trends and best practices
- Excellent leadership, analytical and report-writing skills
- Working knowledge of USAID/UNHCR, EU, World Bank and other donor compliance requirements will be an asset
- Team-work and participation
- Level of self-supervision and ability to take initiative
- Degree of accuracy and attention to detail
- NGO experience and understanding of humanitarian sector is highly desirable
- Commitment to and understanding of AAH-I's vision, mission and values



Application Instructions

AAH-I is an equal-opportunity employer.

- ✓ **Interested candidates should email application letter and CV (with 3 referees) addressed to recruithq@actionafricahelp.org**
- ✓ **The email Subject Line must show the Job Vacancy.**

Deadline:

- ✓ All applications must be submitted latest by **14th March, 2022 COB (4.00PM)**.
- ✓ We thank candidates for their high interest in the opportunities we publish on our website.
- ✓ Due to the high number of applications we receive, we will only get back to shortlisted candidates.

NB:

- ✓ **AAHI does not charge nor has it contracted any agency to conduct this recruitment on its behalf.**



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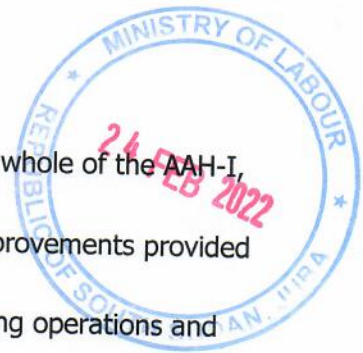
- d) Continually review controls put in place for adequacy and verify supporting documents for purpose, value for money, eligibility and appropriate authorization.
- e) Check and ensure that relevant procurement processes are followed.
- f) Perform investigations of suspected fraud or misappropriations and complete special projects as assigned.
- g) Assist in external audit assignments on internal control and substantive testing accurately as requested, completely and in a timely manner.
- h) Provide a liaison role in the management of annual external audit and in donor audits of specific projects.
- i) Ensure the audit report is received by management with a final report addressed to the Regional Finance & Admin Coordinator for HQ and Country Programme Coordinator, at country level. Copies of the report should at the same time be forwarded to the Chair of the Internal Audit Committee and the AAH-I Chair.

4. Reporting

- a) Prepare reports including executive summary, details of findings and recommendations on each assignment.
- b) Ensure that the reports provide management and stakeholders with the opportunity to evaluate and weigh the issues being reported in the proper context and perspective.
- c) Discuss findings and come to an agreement with the Management at HQ or at country level on recommendations and timelines for corrective actions.
- d) Follow up on findings and recommendations to ensure compliance.

5. Expected Outcomes

- a) Accounting and internal control systems constantly reviewed within the whole of the AAH-I, including Head, country and field offices.
- b) Appropriate accounting systems designed and recommendations for improvements provided regularly where necessary.
- c) Tests and procedures designed that shall monitor the financial/accounting operations and recommend improvements thereto.
- d) Financial and operating information regularly examined including review of means to identify, measure, classify, and report such information.
- e) The economy, efficiency and effectiveness of operations constantly reviewed including non-financial controls of the organization.
- f) Constant review of compliance of AAH-I finance and accounting procedures with the relevant laws, regulations and other external requirements and with internal policies and directives and other requirements including appropriate authorisation of transactions.
- g) Special investigations undertaken into particular areas (e.g. suspected fraud or misuse of the organisation's resources).



Required Qualifications

- Minimum of a Bachelor degree in business related field. Master's degree will be an added advantage.
- Must have obtained Professional certification – CPA/CA or ACCA, CFE, CIA and/ or CISA;
- Minimum of 3 years' experience with internal or external audit experience



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