



HEALTH ACTION AFRICA - HAA

Head Office Gudele 1, Behind Lou Specialist Clinic, 5Metres along Rock City Road,

E-mail: herTEAM.healthactionafrica.org@gmail.com

TERMS OF REFERENCE FOR OUTSOURCED INTERNAL AUDIT CONSULTANCY SERVICES FOR HAA

Job Position Internal Audit Consultant
Number of Position One (1)
Department Finance and Operations Program
Duty station Juba
Duration One-year contract
Tender Periods April 29, 2021 to May 18, 2021



50.H.3
Approved
MOL
29/4/2021

Background: Health Action Africa is National None Governmental Organization (NNGO) founded in 2017, registered and incorporated under chapter 3, section 10 of South Sudan NGOs' Act, 2016. Health Action Africa registration number is 2526, with the Relief and Rehabilitation Commission (RRC). Health Action Africa sole purpose is to provide sustainable health services, committed to improve health and well-being of the people in South Sudan, by partnering with relevant stakeholders, empowering communities, and strengthening health system.

HEALTH ACTION AFRICA (HAA) is a Health Charitable Foundation in South Sudan. The Foundation is a medical cadre -led Health care & awareness raising network, grounded in medical perspectives. It also implements other integrated programs to complement lifesaving synergies and increase health outcomes. These integrated programs are WASH, Nutrition, FLS and Protection including SGBV.

Specific Objectives HAA wishes to invite a tender from a highly competent, proactive and self-motivated individual OR Firm (**South Sudanese National**) for the position of **Internal Audit Consultant Services** based in Juba. The contract for these positions is Definite contract with possibility of extension based on availability of funding and satisfactory performance. The consultant will be required to undertake general distinct audit on all HAA Projects to harmonized HAA internal control.

Overall Objectives of the Outsourced Internal Audit Consultancy The objectives of the internal audit consultant will include, but not limited to, providing objective and independent assurance to the HAA:

- Effectiveness of HAA governance, risk management, and control processes;
- Effectiveness of the financial reporting systems
- Level of compliance with relevant laws and regulations;
- Observance to the established internal policies and procedures;
- Integrity and reliability of financial and operational information;
- Efficiency and effectiveness of operations and utilization of financial and other resources;
- Security and safety of assets;
- Attainment of established operational goals and objectives;
- Status of prior audit findings.
- Review operations policies

Period under review The Period under review of audit will cover all the previous and current periods projects undertaken by HAA.





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Roles and Responsibilities of the Consultant Coordinate the interview schedules, including any field work activities.

- Review and provide quality assurance on the entire internal audit process.
- Draft and ensure the timely and qualitative delivery of the draft and final reports.
- Undertake the necessary debriefing and discuss the findings with the Audit Committee/HAA.

Documentation Documentation The Consultant will be provided access to a wide variety of documents, reports, schedules and communication including;

- Work plans
- Various committee reports and updates
- Minutes of meetings
- Policies and procedures and manuals
- Monthly progress operational and finance reports
- Tender documents
- Analysis sheets and recommendations

Deliverables

1. **Inception note:** To include the proposed methodology and tools, proposed timeframe and expected outputs.
2. **Draft report:** 2 weeks after completion of assignment
3. **Final Report:** 4 weeks after completion of assignment

Qualifications and Experience of the outsourced internal audit consultant The internal audit consultant applying for this position should:

- a) Have at least 10 years' experience of audit experience;
- b) Have at least 5 years' specific experience in internal auditing;
- c) Provide a list of similar work undertaken in the last 2 years; TOR –Internal Audit Page 3
- d) Supply reference recommendation letters from at least 3 clients;
- e) Demonstrate that he/she possesses the requisite knowledge, skills and competencies needed to perform responsibilities expected in this assignment with due professional care;
- f) Hold a minimum of an undergraduate university degree;
- g) Membership of an internationally recognised institute of accountants or auditors (e.g. CIMA, ACCA, IIA) or Master's Degree in Auditing, Accounting/Finance, or related area
- h) Internal Audit Certifications and experience in auditing HAA-based activities would be an advantage.
- i) Excellent reporting and communication skills.

How to apply Expression of interest Interested persons should email their applications, providing all the details required to hersteam.healthactionafrica.org@gmail.com by 5:00PM, May 18th, 2021 and should include their financial bids.

Health Action Africa is an equal opportunity employer, merits, competency and past performance are the key parameters embraced. **Only shortlisted candidates will be contacted for bids, all applications submitted will not be returned.**

Because this position is Urgently needed to be filled, short listing shall be conducted before the deadline/as tender are being received

