

JOB DESCRIPTION

POSITION: Internal Auditor

AREA/UNIT: General Management

PLACE OF WORK: Juba

REFER TO: Executive Director

PEOPLE MANAGEMENT: No

BUDGET MANAGEMENT: No

TYPE OF CONTRACT: Part-time

SALARY: Based on experience

BACKGROUND:

Impact Health Organization was founded more than 4 years ago with now in Office in South Sudan with mission to Help vulnerable communities achieve immediate and lasting change in order to manage and maintain their own health and well-being. The organization in was Founded to meet the health, nutrition and WASH needs of vulnerable communities.

JOB PURPOSE:

Internal audit plays an important assurance role in the organisation's governance processes, particularly in the area of risk management and control. He/She supports the Organization to accomplish its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes, monitoring and evaluating how internal processes work and managing and mitigating risks.

The internal auditor acts as an objective source of independent advice to ensure validity, legality and goal achievement.

RESPONSIBILITIES

- Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations
- Process Analysis, Re-engineering and Process Management
- Understand and Document the Business Processes
- Review Policies and Procedures
- Perform Risk Assessment
- Document process and prepare audit findings memorandum
- Determine internal audit scope and develop annual plans
- Obtain, analyse and evaluate accounting documentation, previous reports, data, etc
- Prepare and present reports that reflect audit's results and document process
- Identify loopholes and recommend risk aversion measures

- Maintain open communication with management
- Conduct follow up audits to monitor interventions
- Engage to continuous knowledge development regarding rules, regulations, best practices, tools, techniques and standards
- Offers support through coaching and training of staff to ensure improvement in performance and financial practices.
- Anticipating emerging issues through research and interviews and deciding how best to deal with them;
- Prepare reports to highlight issues, problems and risks and distributing the reports to Executive Director
- Report of the audit activities performed (processes and procedures)
- Recommend for improvements
- Monitor actions taken by management in response to audit reviews, ensuring that all agreed audit actions and recommendations are accurate and timely implemented.

EXPERIENCE & QUALIFICATION

- Bachelor's degree in Accounting, Business, Finance or a related discipline
- Extensive experience (minimum 5 years) as an auditor
- In-depth understanding of auditing and control practices
- Updated knowledge of applicable laws and regulations
- Strong organizational and project management skills
- Strong program management and budgeting skills and thorough knowledge of programmatic issues
- Fluent in English and Italian, both written and verbal
- Previous experience in an International NGO

SOFT SKILLS

- Excellent oral and written communication skills
- Excellent critical thinking and problem solving skills
- Integrity and reliability
- Capacity to relate to a different range of internal and external stakeholders
- Flexible and adaptable to changing context
- Strong teamwork and interpersonal skills
- Pragmatic/solutions oriented/problem solver
- Strong analytical skills
- Capacity to navigate complexity
- Strong team player, able to work effectively with others towards the achievement of common objectives

OTHER

- Commitment to IHO Values

How to Apply

Interested candidates are required to submit a letter of motivation and curriculum vitae marked “ Internal Auditor” via e-mail jobs@ihosavinglives.org cc ihosouthsudan@gmail.com

The deadline: 13 March 2020

NB. Applications will be reviewed at arrival:

Only short listed applicants will be contacted.

Women are highly encouraged to apply