

*Join Our Team*

 Advert for Head of Internal Audit

Self Help Africa (SHA - formerly United Purpose) Malawi is an international non-governmental organization working to create opportunities for lasting improvement in peoples’ lives. We work in partnership with others to support a range of livelihoods and food security, WASH and health, sustainable energy and gender equality programmes reaching over 1,000,000 people a year across Malawi. Globally, we work in nine countries across Africa, Asia and South America, however our Malawi programme is by far and away our largest and most established country programme. SHA currently operates in 17 districts in Malawi, supporting 24 on-going projects. This is an exciting time to join us as we seek to tackle the global challenges in progressive and innovative ways.

**Job Purpose:**

The Head of Internal Audit is responsible for designing and maintaining an internal quality control system that ensures operational and financial integrity based on SHA's financial and administrative policies and procedures and international audit standards. The Head of Internal Audit will design the annual programme, process and tools required to ensure continuous assessment of financial and operational systems and their constant improvement, with a view to ensuring transparency and accountability for all organization and project activities. The Head of Internal Audit will report to the Management Team and Malawi Advisory Committee Quarterly and ongoing reporting to the Global Office and Global Risk Committee. He/she will lead and oversee sensitive investigations into any concerns raised or issues identified – where appropriate in partnership with the safeguarding committee - and provide timely feedback to ensure swift organizational action is taken in line with a zero tolerance policy on fraud and abuse

**Key duties and responsibilities:**

1. **Internal audit**
* Performing operational, financial and compliance audits through examination of financial and administrative records, processes, procedures and controls in line with an agreed annual audit plan.
* Ensuring the use of standard robust audit techniques to obtain, analyze and appraise data, transactions and records as a basis for assessing and enhancing the effectiveness of key risk management activities.
* Oversee, guide and mentor internal auditors
* Work closely with programme and operations teams and bring them onboard with the audit process and ensure that timely follow up and recommendations are actioned by responsible persons
* Carrying out emergency audits and special audit assignments and investigations as directed by the Country Director.
* Reviews and updates the Internal Audit Charter
* Prepares annual audit workplans and ensures its compliance to the workplan
* Regularly review organizational internal controls to ensure their effectiveness in reducing fraud and corruption.
* Give advice to the leadership team and others on the control arrangements and risks relating to proposed policies, programs and projects.
* Liaise with global audit unit (technical reporting line) to appraise HQ of audits planned and ongoing in Malawi and of any significant concerns that HQ needs to be aware of.

**ii. Risk Management**

* Gathering information on key organization risks. Evaluating the adequacy of existing controls designed to manage identified risks and makes recommendations for appropriate improvement to the Management Team.
* Manage risk register and report to the MT on key organizational risks and recommendations for risk mitigation
* Ensure recommendations are followed up and ensure learning across departments and projects on common findings with systems and processes improved to mitigate common findings

**iii. Monitoring and Evaluation of Internal Controls**

* Timely preparation of audit reports and lead in discussing audit findings with auditees
* Conduct subsequent follow up to determine adequacy of new/corrective measures.
* Evaluates the adequacy of processes and the effectiveness of internal control systems in meeting business and control objectives.
* Identifies and documents control and process weaknesses and provide evidence to support findings.
* Making presentations and quarterly reporting to Management Team of audit issues and progress made towards improvement.
* Making value-adding recommendations that could lead to improved efficiency of the running of all project operations and ensure follow up on actions
* Contributing to making improvements in the project operations and efficiency
* Review all SHA policies and procedures and make recommendations in line with audit findings for improved and more robust internal control
* Give advice on risk and internal control arrangements for new and developing systems, including major projects, programs and policy initiatives whilst maintaining safeguards over independence.

**iv. Investigations**

* Comprehensively managing audit investigations and overseeing auditors’ contributions to these investigations
* Support safeguarding investigations as and when required
* Prepare investigation findings in comprehensive and clear reports and submit to relevant global colleagues

**v. Departments**

* Develops and maintains an effective, up to date and easy to retrieve digital filing system for the audit department
* Develops and maintains effective and professional working relationship with all levels of staff within the audit clients including senior management and Malawi Advisory Committee

**Education Knowledge, Experience and Other Requirements**

* Certified Chartered Accountant (ACCA) or Degree in Auditing. Possession of a related Master’s degree is an added advantage,
* Minimum of 5 years’ experience in managing or overseeing audit operations
* Must possess the following skills
	+ Excellent communication - both written and oral
	+ Investigative
	+ Interpersonal – able to bring team with them and forge positive working relationships between audit and programmes and operations
	+ Problem solving
	+ Ethical and honest
* Analytical & Pays attention to detail.
* Must have a clean driving license
* High level of computer literacy
* Must be a critical thinker and able to work under pressure
* Ability to travel (80% of the time will be spent in auditing projects that are spread countrywide)

**How to apply**

Qualified and interested candidates who meet the stated requirements must submit a completed Application Form, downloadable on <https://gsha.box.com/v/applicationform>. The completed application form should be uploaded together with the **Cover letter, Curriculum Vitae and Copies Certificates** saved in your name to

<https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD00000CGFyg%20-%20Advert%20for%20Head%20of%20Internal%20Audit%20(60641>)

No hard copies / physical applications will be accepted. **Please note zipped Folder will not be accessed.**

**Closing date for the receipt of completed application forms is 12:00 Midnight of 12th April, 2024.** Only short-listed candidates will be contacted.

Self Help Africa takes the safety and well-being of all those we work with, and our staff, very seriously. We have a zero-tolerance policy on abuse. Our recruitment is safe, meaning that we recruit staff with the highest values and standards of ethical behaviour. Self Help Africa has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

For more information about the organisation, please visit our website at [www.selfhelpafrica.net](http://www.selfhelpafrica.net/).

**SHA is an equal opportunity employer.**