



THE ASSOCIATION OF PRIVATE HEALTH FACILITIES IN TANZANIA

Re:Advertisement

Job Vacancy: Internal Auditor

Location: Dar Es Salaam

Position Type: Contract

Organization Type: Non-State Actor,

Deadline: 7thst September, 2020

Association of Private Health Facilities in Tanzania (APHFTA) is looking for a suitable candidate to fill the position of **INTERNAL AUDITOR**.

The Internal Auditor Reports APHFTA Board through Audit Committee and administratively to Chief Executive Officer.

Main Responsibilities include: -

- a. Prepare annual audit plan which covers all activities of the organization
- b. Review and implement the Annual Internal Audit Plan
- c. Prepare and Implement Internal Audit programmes to achieve specific objectives of the Internal Audit plan.
- d. Review the procedures including Internal Controls and recommend measures to improve and strengthen the operational and financial systems
- e. Prepare and Monitor Risk Management Register
- f. Ensure that all the Annual Internal Audit plan targets are achieved
- g. Participate in business process redesign and policy review exercise intended to improve the conduct of business and minimize risks
- h. Safeguard organization's assets, ensuring compliance with regulatory requirements, internal controls, standing policies and procedures and best practices in financial management and corporate governance
- i. Follow up on implementation of external audit and other recommendation for improvement of financial systems
- j. Carry out special assignments as may be required by the Audit Committee/ Chief Executive Officer from time to time
- k. Carry out all other duties and responsibilities falling within the purview of an internal auditor
- l. Review, recommend changes and update the Audit Charter, Risk Register, Policies/Regulations and operating procedural manual
- m. To gain an understanding of IT general controls and assess the design, implementation and operating effectiveness of the general IT controls

Qualifications:

- A Bachelor degree in Commerce Accounting/Advance Diploma in Accounting
- Certified Public Accountant (CPA) T

- Minimum experience of 3 years in external audit/ internal audit environment.
- Preferably, a registered member of the Institute of Internal Auditors of Tanzania
- A registered member of the National Board of Accountants and Auditors is compulsory
- Have good communication and report writing skills
- Working experience in a risk management environment will be an added advantage
- Proven ability to build relationships and credibility
- Strong analytical skills
- Should have advanced computer skills in Excel, Word and Power Point
- Should have knowledge of Accounting Package. Quick Books is preferable
- Ability to work efficiently under pressure and on a wide range of tasks
- Fluent in English and Kiswahili

APPLICATION INSTRUCTIONS:

If you are interested and qualified for the position and wish to join a dynamic and fast paced working environment of, kindly apply in confidence by submitting an application letter, a detailed Curriculum Vitae (CV), certified copies of your practising certificates, academic certificates and the names and contacts information of three referees. Applications should reach to the:

**Chief Executive Officer,
Association of Private Health Facilities in Tanzania (APHFTA),
P.O. Box 13234,
Dar Es Salaam
E-Mail: info@aphfta.org
*Only successful candidates will be contacted***