



## **The Association of Private Health Facilities in Tanzania (APHFTA)**

### **CAREER OPPORTUNITIES**

The Association of Private Health Facilities in Tanzania (APHFTA) is a Non-Governmental Organization that exists to serve as a public forum for the private health sector and provide a comprehensive array of advocacy, administrative, knowledge-sharing and networking products and services to the private health sector. APHFTA is dedicated to improving the quality of care and services in the Private Health Sector in Tanzania. APHFTA is seeking to recruit staff for the following position:-

#### **INTERNAL AUDITOR – 1 POSITION**

APHFTA is seeking to recruit an Internal Auditor. Reporting to the Audit Committee this position is based in Dar-es-salaam and on open ended contract basis involving some travel.

#### **Specific Responsibilities will include:**

- ❖ Plan, Perform and control the full audit cycle including risk management and control management over operations with all applicable directives and regulations.
- ❖ Determine internal audit scope and develop annual plans
- ❖ Obtain, analyze and evaluate accounting documentation.
- ❖ Prepare and present reports that reflect audit results and document process
- ❖ Act as an objective source of independent advice to ensure validity, legality and goal achievement
- ❖ Maintain open communication with management and audits committee
- ❖ Document process and prepare audit findings memorandum
- ❖ Conduct follow up audits to monitor management's interventions
- ❖ Ensure that all the Annual Internal Audit plan targets are achieved
- ❖ Safeguard organization's assets, ensuring compliance with regulatory requirements, internal controls, standing policies and procedures and best practices in financial management and corporate governance

#### **Key Qualifications, Knowledge and Experience Required**

- ❖ Advanced Diploma or Bachelors Degree in accountancy/Finance or equivalent professional degree will be an advantage

- ❖ At least 2 years experience in the relevant field with proven working experience as Internal audit
- ❖ Advanced computer skills MS Office, accounting software and database
- ❖ Ability to manipulate large amounts of data and to compile detailed reports.
- ❖ Proven knowledge of auditing standards and procedures, laws, rules and regulations
- ❖ High attention to detail and excellent analytical skills
- ❖ 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

### **How to Apply**

If you believe you can clearly demonstrate the your abilities to meet the relevant criteria these roles, please submit your application letter with a detailed CV stating your current position, academic qualifications and skills; E-mail and telephone contacts, including names and contacts of 3 referees.

*To be considered your application must be received by February 2<sup>nd</sup>, 2018 addressed to:*  
[info@aphfta.org](mailto:info@aphfta.org)

**Only shortlisted candidates will be contacted**