

Baylor-Uganda

JOB OPPORTUNITY

BACKGROUND: Baylor College of Medicine Children's Foundation - Uganda (Baylor -Uganda) headquartered at Mulago hospital, is a private not for profit NGO that provides: HIV/AIDS care, treatment and prevention services; maternal child health services; Health Professional training and Clinical Research. Baylor-Uganda is looking for knowledgeable, enthusiastic and compassionate individuals for the role position below.

Internal Auditor Assistant

Report to: Internal Auditor

Role definition: implement systems, policies and procedures for providing an independent appraisal of how the organization's financial, physical, and operational and information activities or resources are managed as per the set policies and procedures

Key Result Area

1. Carry out financial, regulatory, operational reviews and compliance testing of policies and procedures to establish reliability and integrity of financial and operating information; make appropriate recommendations in accordance with the Institute of Internal Auditors (IIA) standards.
2. Document internal audit working papers and engagement files that support the internal audit reports submitted to the Head of internal audit
3. Conduct stock audits at the Centre of Excellence, Regional & Cluster offices and health facilities supported by Baylor Uganda to establish the reliability and integrity of stock management information and make appropriate recommendations in line with the IFRS and the International Standards for the Professional Practice of Internal Auditing.
4. Conduct value for money audits at the districts and health facilities supported by Baylor Uganda and make appropriate recommendations in line with the *International Standards for the Professional Practice of Internal Auditing*.
5. Conduct ad hoc investigations when called upon by Senior Management and Board Audit Committee and make appropriate recommendations in line with International Standards for the Professional Practice of Internal Auditing.
6. Participate in the drafting audit work plans and programs in accordance with International Standards for the Professional Practice of Internal Auditing and the Internal Audit Charter
7. Build and maintain effective professional working relationships with auditees' in line with International Standards for the Professional Practice of Internal Auditing.

Qualifications & Job specifications

The candidate should have; 1. A bachelor's degree (honors) in Finance or Accounting with at least level 2 of ACCA, CPA, or CIA. 3. Computer proficiency coupled and knowledge of Navision is an added advantage. 5. The candidate must be 23-30 years of age. 6. The candidate must have at least two (2) years audit working experience in a reputable organization. 7. Team player, excellent oral and written communication skills & analytical skills. H/she should have knowledge of audit procedures (audit related planning techniques, test & sampling methods and so on). H/she must be willing to travel up country occasionally

If you have the relevant qualifications and experience, please send your application to the address below not later than 4.00 p.m., Friday 6th February 2015. Provide a detailed CV demonstrating possession of the job requirements, current position, names and addresses of three referees, copies of professional/Academic documents, email address, and day time telephone contact. You must have at most a credit 6 in MATH and ENGLISH. Only shortlisted candidates will be contacted for interview. For more information, please contact on the email address below.

THE HUMAN RESOURCES MANAGER,
BAYLOR COLLEGE OF MEDICINE CHILDREN'S FOUNDATION-UGANDA
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"A healthy and fulfilled life for every HIV infected and affected child and their family, in Africa."