



Nkumba University

CHARTERED SINCE 2006 BY THE GOVERNMENT OF UGANDA

OFFICE OF THE UNIVERSITY SECRETARY

The mission of the University is to provide an environment that enables the cultivation of Competence, Confidence, Creativity, and Character, in the academic, professional and social interactions.

Tel. 0414 320134, www.nkumbauniversity.ac.ug

Nkumba University is a private chartered University (Legal Notice No. 3 of 2007). The mission of Nkumba University is to provide an environment that enables the Cultivation of Competence, Creativity and Character in the academic, professional and social interactions. The University is strengthening its management and administrative systems to enhance both policy initiation and implementation through recruitment of highly qualified and committed individuals. Nkumba University is seeking to recruit a qualified, experienced and dynamic person to fill the Senior position of University Internal Auditor.

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| 1) Position | : | University Internal Auditor |
| 2) Reports to | : | Vice Chancellor and Audit Committee |
| 3) Salary Scale | : | NU 4 |
| 4) Age range | : | At least 35 years |
| 5) Terms of service | : | Five Years Contract renewable |
| 6) Duty station | : | Nkumba University, <u>Entebbe</u> |

7) Job Purpose

To carry out independent and objective assurance audits aimed at evaluating and improving the effectiveness of risk management, control and governance processes at Nkumba University.

8) Key duties and responsibilities

- Plans and formulates audit programs based on systematically identified and assessed risks, in line with the Internal Audit plan, Internal Audit Charter and International Internal Auditing Standards.
- Developing the scope for operation, information technologies, financial and security audit projects and develop appropriate audit steps necessary to promote effective audit coverage for the Audit Committee approval.
- Conducting management, information technologies, financial and security audit projects according to the yearly audit plans in all areas of the University. Analyzing operational and management processes and system controls' effectiveness and efficiency with view to improving them.
- Assess and make recommendations on the effectiveness of the design and operation of internal controls across the financial, assets and operational processes of the different programmes.

- e) Providing assurance of proper operations and processes to conform to Nkumba University policies and procedures as laid down in the University regulations.
- f) Promotes quality audit reports ensuring that key observation, impact and recommendation are implemented in time
- g) Evaluate the adequacy, efficiency and effectiveness of the internal control system of the University.
- h) Establish risk-based audit plans to set out the priorities of the internal audit function, consistent with University objectives.
- i) Conduct special investigations at the request of the Vice Chancellor or the Audit Committee.
- j) Conducts comprehensive investigations based on organizational requirement, produces genuine facts and prepare quality and timely reports containing observations and recommendations
- k) Establish appropriate policies and procedures to guide the internal audit function and ensure the quality of the assurance services delivered.
- l) Coordinate internal auditing activities and plans with other internal and external providers of assurance and consulting activities to ensure proper coverage and to minimize duplication of efforts.
- m) Ensure that internal audit resources are appropriate, sufficient and effectively deployed to achieve the internal audit plan approved by the audit committee.
- n) Assisting the University Secretary in the execution of special studies and consulting assignments, preparation and follow up with University management of implementation of outstanding recommendations and preparing Audit services status.
- o) Any other duties as may be assigned by the Vice Chancellor, Audit Committee and University Council.

9) Education Qualifications

The candidate should possess the following:

- a) Masters Degree in Finance or Accounting related discipline ,
- b) Degree in Commerce or Business Administration (Accounting or Finance) or closely related and relevant field from a recognized University.
- c) Internationally recognized Accountancy or Internal Auditing professional qualification, such as ACCA, CPA, CIA, or CISA, is a must.
- d) Membership of the Institute of Internal Auditors is added advantage.
- e) Good knowledge of the standards of the International Professional Practices Framework as issued by the Institute of Internal Auditors is essential.
- f) Proficiency in application of audit-related Software and MS Office Package (Word, Excel, PowerPoint and Outlook) and related packages, is essential.

g) Knowledge of Audit and Accounting Software systems shall be an added advantage.

10) Additional skills

Supervisory skills, Knowledge in report writing; Communication skills, Planning and organizational skills, Proactive and highly motivated, Creativity, self confidence flexibility and, Team Player. Analytical and Critical thinking, risk identification and management, business acumen.

11) Experience

Working experience of 5 years; at least 3 of which should be as Internal Auditor or in a similar position, in a large and reputable organization.

12) How to Apply

a) Interested persons should address and submit applications to:

The University Secretary,
Nkumba University,
P.O. Box 237,
Entebbe.

b) Attach to the application, 8 copies of the following:

- i. Duly filled application form which can be accessed from www.nkumbauniversity.ac.ug
- ii. Detailed curriculum vitae.
- iii. Copies of certified copies of certificates and transcripts
- iv. Three sealed letters of reference.

c) Deadline for applications: 16th November 2017 at 5.00pm.