



**POSTA NA SIMU SAVINGS AND CREDIT  
CO-OPERATIVE SOCIETY LIMITED**

**REG. No. DSR. No.118**

**P.O. Box 3948 Dar es Salaam Tel: 022-2182267/2182077 Fax 2182053**

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## **VACANCY**

**POSITION: Internal Auditor**

**LOCATION: Posta na Simu SACCOs Head office-DSM**

**REPORTING RELATIONSHIP:**

- ✓ **Functionary-** reporting to the Supervision Committee of the Board
- ✓ **Administratively-** Reporting to the SACCOs Manager

### **Specific Responsibilities and Duties**

- (i) Plan, Budget and schedule audit operations
- (ii) Prepare and regularly review of internal audit manual, audit policies, audit charter, procedures and systems.
- (iii) To review and analyze all financial data for efficiency to include; Preparation and control of the budget, documentation of all receipts and payments, assets and liabilities and safe custody of all security documents and prepared financial statements.
- (iv) Review and advice on the SACCOS budgetary plan with respect to compliance issues with regards to the sources of funding.
- (v) Review and make analysis on spending against budgets in order to address any variances and provide material advice to the Management and the Board accordingly.
- (vi) To make sure that responses on external auditors and any other regulators to include recommendations thereof are done as per policy and implemented timely and that are attains acceptable audit results.
- (vii) Ensure mechanisms are in place for review of all SACCOS's payment documents to ensure that expenses are properly effected without any deficiencies.
- (viii) Carry out other related duties as assigned by the superior from time to time.

### **Functional and Technical Competencies**

- (i) Must possess excellent knowledge of the principles and techniques of Audit
- (ii) Ability to design new audit measures taking into account new products
- (iii) Ability to interpret relevant policies on financial regulations and implement them within SACCO's strategic plan
- (iv) Ability to analyze and interpret financial statements and make recommendations; and

- (v) Knowledge of best practices in Internal Audit.

### **Qualifications, Knowledge and Experience**

- (i) Holder of Bachelor Degree in Accounting or any other related discipline
- (ii) Internationally recognized professional accountancy qualification such as ACCA, CA or CPA (T). Candidate with CIA from the Institute of **Internal** Auditors (IIA) will carry added advantage.
- (iii) Sound and practical audit experience, of which part of it has to be in managerial level in a SACCOS or reputable financial institution
- (iv) Good Audit analytical skills is necessary
- (v) Leadership, motivation and people management skills
- (vi) Team player with strong interpersonal skills

### **Duration of the contract:**

The position is based on a 3 years contract, full time and renewable subject to performance.

### **Salary**

The salary shall be according to the scheme of service of Posta na Simu SACCOS which will attract other fringe benefits.

### **Mode of Application**

Eligible candidates possessing the above qualifications and attributes are advised to submit their applications including the following;

- ✓ Certified photocopies of professional certificates and academic transcripts
- ✓ Most recent Curriculum Vitae ( CV)
- ✓ Names and contact details of at least two professional referees
- ✓ Contact details: Telephone, E-mail and physical Address

Applications should be sent by email through this email address [[ajira@postanasimusaccos.co.tz](mailto:ajira@postanasimusaccos.co.tz)]

### **Deadline**

Deadline for application is 28<sup>th</sup> October, 2019 at 23:59 hrs.