

<i>Post Nomenclature</i> Chief Internal Auditor	<i>Department:</i> Internal Audit	<i>Reporting to:</i> Board of Governors (through the Audit Committee)	<i>Job Grade/Level:</i> Grade-12
<i>Job Holder's Name:</i>		<i>Supervisor's Name:</i>	

Responsibilities:

- a. Develop and implement the Internal Audit Charter for the institution.
- b. Establish a risk-based annual internal audit plan for approval by the Audit Committee.
- c. Provide periodic reports to the Audit Committee and Board of Governors on audit findings, risk exposures, and control deficiencies.
- d. Evaluate adequacy and effectiveness of internal control systems across the Institution.
- e. Conduct performance audits and report on management’s EEE.
- f. Identify financial, compliance, and reputational risks and recommend mitigation strategies.
- g. Conduct risk assessments periodically and update audit plans accordingly.
- h. Ensure compliance with the Financial Regulations.
- i. Evaluate utilization of institutional resources and recommend improvements.
- j. Accomplishment of the assigned Investigations of fraud, misuse of resources, and irregularities.
- k. Evaluate internal control systems for fraud prevention and detection mechanisms.
- l. Report irregularities to the Audit Committee.
- m. Coordinate with external auditors, government auditors, and regulatory authorities.
- n. Facilitate implementation of audit recommendations and corrective actions.
- o. Establish systems to monitor implementation of audit observations and recommendations.
- p. Review major institutional projects, policies, and systems from a control and compliance perspective.

Required Skills:

- Expertise in Global Internal Auditing Standards issued by IIA and COSO frameworks.
- Proficiency in planning, performing, and supervising, evidence collection and data analysis for conducting internal audits.
- Understanding of identifying, assessing, and mitigating risks using risk frameworks
- Skills in detecting "red flags" and recommending controls to prevent and investigate fraudulent activities
- High level of IT literacy with good exposure on ERP.

Core Competencies:

- Strong and assertive personality with sound decision making skills, integrity & courage to withstand pressures.
- High level of integrity, Motivation, Curiosity “to know” and initiative for being a Change catalyst.
- Excellent presentation, persuasion, Decision making, analytical and report writing skills.
- Strategic thinking with business perspectives.