

## Job description

Job details	
<b>Job title:</b> Internal Audit Officer	<b>Line Manager title:</b> Internal Audit Manager (JG6)
<b>Grade:</b> JG7	<b>Direct reports:</b> None
<b>Department:</b> Audit and Assurance	<b>Location:</b> Any of the TMA offices
Job summary	
<p>The Internal Audit Officer is responsible for supporting the Internal Audit Managers in providing high-quality internal audit and fraud management services at a tactical level which meet the Global Internal Audit Standards (GIAS) issued by The IIA and other recognized international best practices, and which adds value to TMA.</p> <p>S/he shall assist in planning and conducting operational, systems, programmatic, financial and compliance audits to evaluate the effectiveness of governance, risk management and internal controls in line with TMA's policies, procedures, and regulations. This shall also include identified advisory engagements that arise.</p>	
Roles and responsibilities	
<p><b>Internal Audit Strategy Implementation</b></p> <ul style="list-style-type: none"> <li>• Ensure all internal audit activities are carried out in accordance with set policies and procedures.</li> <li>• Execute audits of internal controls and TMA activities in accordance with audit programmes.</li> <li>• Uphold the highest professional standards and compliance with the guidelines of the Institute of Internal Auditors.</li> </ul> <p><b>Conducting Audits</b></p> <ul style="list-style-type: none"> <li>• Assist in the documentation of process flows and walk-through testing during audit/advisory engagements.</li> <li>• With appropriate supervision, perform audit procedures that encompass governance, risk management and internal control assessments to ensure set deadlines are met.</li> <li>• Assess and advise on the adequacy of the design and operational effectiveness of internal controls within the relevant policies and procedures and recommend improvements where necessary.</li> <li>• Obtain, manage, and assess the reliability of audit evidence in addition to work papers and ensure electronic audit files are updated in accordance with the Institute of Internal Auditors' Standards and the TMA Internal Audit Manual.</li> <li>• With appropriate supervision, carry out special audits, investigations or other related tasks as directed by the Internal Audit Manager (M1 and/or M2).</li> </ul> <p><b>Data Analytics, Systems and Technology Assurance</b></p> <ul style="list-style-type: none"> <li>• Perform data analysis and visualisation using Power BI, SQL and advanced Excel (Power Query, Power Pivot, automation scripts) to support audit testing and reporting.</li> </ul>	

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- Conduct population-level data testing and develop automated tests to enhance continuous auditing and monitoring processes.
- Use audit analytics tools such as TeamMate Analytics to execute data-driven audit procedures and identify control gaps.
- Design and maintain exception-based system reports to flag anomalies, unusual patterns and high-risk transactions in real time.
- Support audits of TMA ERP systems by reviewing configurable controls, system-generated reports and embedded automated controls.
- Evaluate the design and operating effectiveness of both manual and automated controls within TMA ERP environments.
- Assess risks and control implications of emerging technologies, including AI and automation, and support audits of AI-enabled processes for governance, data integrity, transparency and responsible use.

### **Fraud risk management**

- Support the implementation of the Fraud policy.
- Conduct ad hoc and investigative assignments where required in line with the stipulated methodology and timelines.

### **Reporting**

- Manage auditee/client needs and expectations.
- Prepare formal, coherent, concise, and timely written audit reports on the audit observations and practical recommendations for areas requiring improvement.
- Ensure that TeamMate is regularly updated with key risks and controls, risk assessments, workpapers, issues tracking updates and client feedback.

### **Administration**

- Coach, supervise and appraise temporary staff/interns as and when the department requires their services.
- Coordinate departmental and client meetings and/or engagement sessions

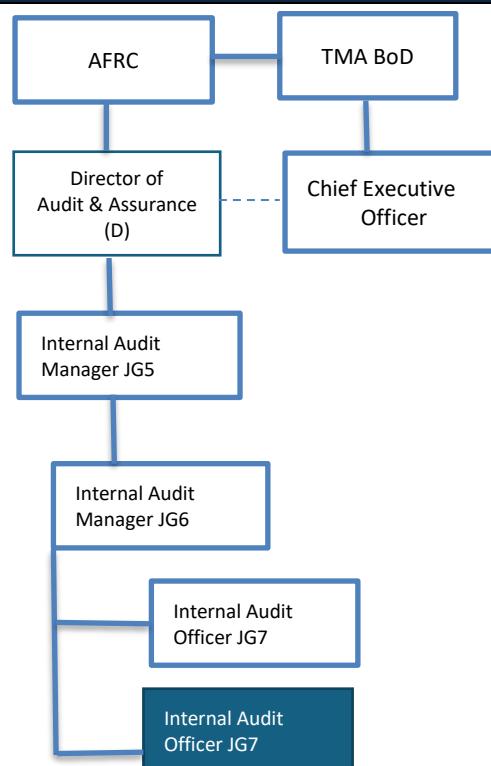
### **Corporate level responsibilities**

- Apply the highest standards of controls and risk management practices and behaviours and embed a positive risk and control culture.
- Demonstrate prudence, sound judgement and appropriate and timely escalations in management of all types of risks (including fraud risk) applicable to the role.

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- Understand and comply with the relevant end-to-end processes including applicable risk and controls.
- Complete all relevant mandatory trainings within the stipulated timelines.
- Contribute to the development/revision of tools and procedures to document and share knowledge, incentivise staff/teams and enforce compliance and standards.
- Participate in regular informal and formal reflection, knowledge sharing and learning events.
- Promote and adhere to TMA's core values and ensure compliance with organisations policies and procedures.
- Maintain zero tolerance to bribery, fraud, and corruption, and ensure immediate reporting of any corruption or suspect behaviour that threatens TMA's reputation.
- Adhere to the safeguarding policies and procedures and immediately report any safeguarding concerns.
- Any other related responsibilities that may be assigned by the line manager from time to time.

### Organisational positioning



### Academic and professional qualifications

- Undergraduate degree plus five years' relevant experience OR Postgraduate degree plus three years' relevant experience.
- Full membership of and certification by the Institute of Internal Audit (IIA) including but not limited to CIA, QIAL, CRMA, CCSA, BEAC etc. OR Full membership of and certification by a professional accounting

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body for example ACCA, CPA, CIMA, CA, etc. OR Full membership of and certification by ISACA including but not limited to CISA, CISM, CRISC, CDPSE, etc.

- Information Systems auditing qualifications (CISA, CISM, or equivalent) are highly desirable.
- Data Governance (CDPSE or equivalent) or Artificial Intelligence qualifications (AIGP, AAISM, AAIA or equivalent) shall be an added advantage.
- Forensic Auditing/Examination qualifications (CFE, or equivalent) shall be an added advantage.
- Working knowledge of French as a second language shall be an added advantage.

### Work experience

- For undergraduate degree holders, at least five years relevant experience OR at least three years of relevant work experience in a busy work environment for postgraduate degree holders.
- A successful track record in internal audit, programming and/or project management.

### Technical skills and behavioural competencies

- Highly developed analytical skills.
- Demonstrates awareness of and applies IIA code of ethics.
- Good skills in written and verbal communication in English and/or French
- Excel advanced skills (Power Query, Power Pivot, complex macros) and audit automation scripts
- Ability to work well in a team and a multicultural environment.
- The ability to handle competing priorities and a challenging workload.
- An understanding of the development sector.
- Willingness to continuously develop skills and knowledge to remain current with internal audit practice.
- Critical thinking: good problem solving and analytical skills.
- A self-motivated individual who requires minimal supervision.
- Proficiency in tools like Power BI for audit dashboards and reporting
- An AI change-agent who efficiently embraces changes in the technology space.
- A sound understanding of monitoring and evaluation within programmes would be an added advantage.
- A personal commitment to, and a good understanding of, diversity and equality at the workplace.
- Ability to travel within the region (sometimes at short notice).

### Risks associated with the position

- Physical risks associated with travel across Eastern, Horn, Southern and West Africa, as the role requires travel to various sites and locations.

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- Risks that may arise due to the nature of engagements such as investigations.

### Sign off

Job holder name:	Signature:	Date:
Line Manager name:	Signature:	Date:
Counter-signing Quality Assuror (CQA) name:	Signature:	Date: