
Ground Floor, Red Brick Building	Telephone	: +267 3914991/7
Plot 4701 Station Exit Road	Fax	: +267 316 7211
Private Bag 00357	Email	: registry@ccardesa.org
Gaborone, Botswana	Website	: www.ccardesa.org

JOB ADVERTISEMENT - INTERNAL AUDITOR

The Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA) is a Sub-Regional Research Organization (SRO) established in 2010 by Member States of the Southern African Development Community (SADC). Its headquarters are in Gaborone, Botswana. CCARDESA is a subsidiary organization of SADC Secretariat and has the mandate of coordinating agricultural research and development in the SADC region.

The CCARDESA Secretariat wishes to invite applications from qualified and competent candidates who are nationals of the SADC member countries to fill the position of Internal Auditor.

Job Summary

The Internal Auditor will provide an assessment of the manner in which the organisation conducts its business and the extent to which it conforms to international best practices. Through this assessment, the Internal Auditor is expected to provide advisory opinion on how the organisation can effectively reduce risks, prevent fraud, improve internal controls, operate an effective governance system and effectively manage its assets.

Specific Duties and Responsibilities

1. Monitor accomplishment of the CCARDESA's established objectives and goals;
2. Ensure accountability of CCARDESA Secretariat;
3. Review and appraise the adequacy and effectiveness of the systems of internal control;
4. Establish systems that ensure compliance with policies, plans, procedures, statutory requirements and regulations, which could have a significant impact on operations;
5. Review the means of safeguarding assets and, as appropriate, verifying the existence of such assets;
6. Appraise the economy, efficiency and effectiveness with which resources are employed;

Member States:

Angola	Lesotho	Malawi	Namibia	Swaziland
Botswana	Madagascar	Mauritius	Seychelles	United Republic of Tanzania
Democratic République du Congo	Mozambique	South Africa	Zambia	Zimbabwe

7. Review the results of operation or programmes to ascertain whether results are consistent with CCARDESA's established objectives;
8. Assess the adequacy of established systems and procedures.
9. Provide advisory recommendations to the Board and management on all matters of CCARDESA's financial and asset management, programme implementation efficiency and any other relevant issues.

Minimum Qualifications and Requirements

1. A graduate degree in Accounting, Finance, Auditing or related field; Full professional accounting qualifications such as Chartered Public Accounting (CPA), ACCA, CIMA or equivalent.
2. Proven minimum of five years internal audit experience and sufficient exposure to the Public Finance for public entities or international organisations.
3. Good knowledge of public fund accounting including reporting requirements of development partners.
4. Developed skills in preparing annual Internal Audit Plans indicating the scope and timeliness of each audit in the annual internal audit.
5. Proven abilities to prepare internal audit reports detailing the overall institutional performance against the annual plan and to carry out effective monitoring and intervention when necessary.

MODE OF APPLICATION:

Applicants should submit an application letters, a detailed Curriculum Vitae and certified copies of relevant certificates. These should reach CCARDESA Secretariat not later than **Friday, 25th August 2017**.

CCARDESA Secretariat is an equal opportunity employer. Therefore all applicants will be treated fairly and given equal opportunity to succeed.

Only shortlisted candidates will be contacted by CCARDESA

SUBMISSION OF APPLICATIONS

Applications can be submitted either as hard copies or electronic (through email). CCARDESA will therefore accept applications delivered by post, by hand or through email. All applications should be addressed to:

The Executive Director,
CCARDESA Secretariat,
Plot 4701 Station Exit Road,
Private Bag 00357,
Gaborone,
Botswana.

Electronic applications should be sent to: registry@ccardesa.org

Member States:

Angola	Lesotho	Malawi	Namibia	Swaziland
Botswana	Madagascar	Mauritius	Seychelles	United Republic of Tanzania
Democratic République du Congo	Mozambique	South Africa	Zambia	Zimbabwe