

## VACANCY ANNOUNCEMENT

The Institute of Development Management (IDM) was established in 1974 as a regional institution by the Governments of Botswana, Lesotho and Eswatini (“participating member states”.) IDM has shaped futures of many Batswana with executive development courses and long term training, and continue to achieve its mandate through helping the public and private organizations to meet their management needs through Education, Training, Consulting and Research services. IDM Botswana has campuses in Gaborone and Francistown.

IDM therefore invites applicants from suitably qualified and experienced individuals for the following position:

### 1.0 SENIOR INTERNAL AUDITOR

The incumbent will be responsible for executing the audit programme to assess operational efficiency, risks, soundness of business practices, reliability of financial reporting and effectiveness of financial controls and procedures, furthermore evaluating compliance with set procedures and applicable laws.

### DUTIES AND RESPONSIBILITIES

The incumbent will have the following responsibilities:

- Develop annual Audit programme
- Identify risks and recommend how those risks can be addressed through proper internal control policies, processes and systems
- Gather data for internal audit through a variety of methods including interviews, desk research etc.
- Execute the annual audit programme:
- Check the soundness of controls for proper custody and safeguarding the assets of IDM, and to ensure proper and authorized use of assets
- Identify improper accounting or documentation, and make recommendations to improve policies or procedures accordingly
- Audit the accounting and financial data of departments to ensure accuracy and compliance with government guidelines and laws, and carry out internal audit checks of financial transactions on a random basis to test soundness of controls and accounting procedures
- Review and audit procurement processes to ensure that transparent procurement procedures are in place and are implemented at all time
- Review and audit financial and other IT systems to ensure integrity and reliability of systems and accuracy of reports
- Carry out special audit assignments and investigations as directed by Regional Office and / or Audit Committee of the Board
- Review whether records are being properly maintained in accordance with procedures
- Review governance practices and standards
- Prepare audit reports and recommendations to be reviewed by the Regional office prior to submission
- Update systems flowcharts and documentation to reflect changes in the control environment as and when they arise, and to evaluate their effect on controls
- Monitor progress in the implementation of audit recommendations
- Liaise with the external auditors as and when required
- Any other duties assigned

### QUALIFICATIONS AND EXPERIENCE

#### Qualifications:

- At least a degree in Accounting or Finance or professional qualification (e.g. ACCA or CIMA) from a recognised institution or any other equivalent qualification acceptable to IDM.
- Must also be a Certified Internal Auditor

#### Experience:

- At least 5 years of audit experience post-qualification with proven knowledge in the development of a strong control environment and/or a risk assessment background
- Experience in conducting all types of audits (operational, financial and IT)
- Exposure to similar functions in training environment would be an advantage

#### Required Competencies

- Knowledge of private and public sector accounting, and financial management systems and conventions
- Knowledge of auditing principles, practices, methodologies, as well as risk management and systems
- Knowledge of structures, internal controls and processes, information systems, and ability to develop recommendations for improvements to these
- Demonstrated compliance to the Professional Code of Ethics and the Standards for internal auditing
- Computer literate. Experience with systems and applications relevant to the specific work area

#### Other competencies

- Creativity, innovation, flexibility and analytical thinking
- Results oriented and performance driven
- Decisiveness and assertiveness
- Communication, influence, impact
- Service oriented and client focus
- Teamwork and interpersonal skills

### REMUNERATION

IDM offers a wide range of competitive benefits.

### APPLICANTS:

If you feel you meet the profile of the required candidate and you are interested in the job, you may submit your application including curriculum vitae, certified copies of academic records and three references to the:

Human Resource and Administration Manager  
IDM  
P. O. Box 1357  
Gaborone  
Botswana

#### Or hand delivered to:

IDM Main Campus  
Records Management Office

#### Or Email to:

recruitment@idmbls.ac.bw

**Closing Date: 14<sup>th</sup> JUNE 2022**

**Closing Time: 1000hrs**

**NB: ONLY SHORTLISTED APPLICATIONS WILL BE RESPONDED TO.**

