



JOB RE-ADVERTISED

Victoria University is one of the Chartered Universities in Uganda. It values staff who are competent, committed, and passionate about their work and perform their duties with integrity. The University is located in the center of Kampala City. It is part of the Ruparelia Group of Companies. It endeavors to meet the learning and research needs of students and enhance the knowledge of the lecturers. To achieve its Vision, Mission, and Objectives, the University invites applications from qualified candidates to fill the following position.

DEPARTMENT OF INTERNAL AUDIT

Position: Manager Internal Audit

Number of Vacancies: 1 (One)

Reports to: Chairperson Audit and Risk Management Committee of the University Council

Job Summary:

Provide overall leadership to the internal audit function of the university; monitor, analyze and assess the risks and internal controls systems including corporate governance and accounting processes, to ensure the university's compliance with applicable laws and Regulations and make assurances and recommendations for improvement to the University Council.

Key Duties and Responsibilities:

- a) Provide professional and technical advice to Management and the University Council on internal controls and risks.
- b) Develop, implement and provide oversight over internal audit methods and procedures
- c) Maintain a comprehensive audit reviews and system of controls to help provide quality assurance within applicable laws and regulations.
- d) Responsible for keeping the employees accountable regarding internal university procedures by evaluating accounting records, preparing compliance reports.
- e) Ensure the finance department comply with the University processes and with national laws.

- f) Identify, assess, and evaluate the university's risk management processes, plans, and monitoring mechanisms.
- g) Oversee the utilization, accountability, and reporting of university resources and detect fraud.
- h) Supervise the implementation of the University's audit reviews, other policies, and regulations.
- i) Be Secretary to the Audit and Risk Management Committee of the Council.
- j) Any other relevant responsibility as assigned by the supervisor.

Person Specifications:

The candidate must have the following qualifications:

- a) Hons Bachelor's degree preferably in a business discipline e.g. accounting, commerce, finance, management, public/business administration, or computer information systems
- b) Professional qualification/certificate in Auditing/Accounting (ACCA, CPA/CIA)
- c) Professional experience in internal auditing.
- d) Master's degree in Finance, Accounting, or Business Administration, Finance or Accounting option is an added advantage

Competences:

- a) High degree of integrity and adherence to professional standards.
- b) Innovative
- c) Team oriented
- d) Problem-solving
- e) Project management
- f) Interpersonal and people-handling skills
- g) Computer Literacy
- h) Ability to work under pressure

Experience:

At least seven (7) years post qualification professional experience in internal auditing three (3) of which are at a senior level.

Tenure of Appointment:

The appointment shall be for a four-year contract renewable after successful completion of a probation period of 6 (six) months.

APPLYING INSTRUCTIONS:

1. Interested persons who meet the requirements for the above position should submit soft copies of their applications together with the following;

- a) A detailed and up-to-date Curriculum Vitae.
- b) Certified copies of academic transcripts and certificates and professional qualifications.
- c) Names and addresses of three referees who should be advised to send reference letters directly to the Human Resource Manager under confidential cover.

2. Submissions should be sent in soft copies to the following address not later than

10th February 2024, 5:00 pm.

The Human Resource Manager,

Victoria University

P.O. Box 30688 Kampala - Uganda

Email: human-resource-manager@vu.ac.ug

3. Only shortlisted candidates will be contacted.