



## EMPLOYMENT OPPORTUNITY

Uganda Red Cross Society (URCS) is the leading National Humanitarian Organization in Uganda and a member of the International Red Cross and Red Crescent Movement (IFRC). Uganda Red Cross implements lifesaving services across the country and would wish to invite applicants that meet job requirements for vacant position in our organisation.

Applications from suitable persons to be considered for appointment in the outlined positions are hereby invited. All applicants should adhere to the Red Cross Principles. URCS is an equal opportunities employer and mindful of gender balance in its establishment.

The full job description and application form can be viewed and downloaded from the jobs section of our website at <http://www.redcrossug.org/JoinUs/Jobs>

Please send your filled application form and attach your academic transcripts and certificates. The filled application forms, academic transcripts and certificates should be e-mailed to; [vacancies@redcrossug.org](mailto:vacancies@redcrossug.org) or hand delivered and or by post to:

**The Secretary-General,  
Uganda Red Cross Society,  
Plot 551/555 Rubaga Road,  
P.O. Box 494, Kampala, Uganda.  
Email; [vacancies@redcrossug.org](mailto:vacancies@redcrossug.org)**

**Closing date for receipt of the applications 14<sup>th</sup> October, 2024 at 5:00 p.m.**

Due to the large number of applications, only shortlisted candidates will be contacted. Canvassing will *lead to automatic disqualification*.

<b>Title:</b>	Officer Internal Audit, Compliance & Risk Management
<b>Grade:</b>	UR 5
<b>Reports:</b>	Manager Internal Audit, Compliance & Risk Management
<b>Location:</b>	URCS Headquarters
<b>Duration:</b>	One (1) year (renewal subject to availability of funding)
<b>Date:</b>	October, 2024

### **Job Purpose:**

The Officer Internal Audit, Compliance & Risk Management is responsible for providing audit assurance to key stakeholders about the efficacy of risk management (especially at the project level). The position also adds value by providing advisory services to management and project teams on project risk management and execution of the enterprise risk management framework, as well as through proposals to enhance project governance and control mechanisms.

<b>S.NO</b>	<b>KEY RESULT AREAS</b>	<b>PRINCIPAL ACCOUNTABILITIES</b>
1.	Strategic Planning	<ul style="list-style-type: none"> <li>Adheres to the directorate strategies and implements procedures to ensure those strategies are executed.</li> <li>Participates in annual audit planning.</li> </ul>
2.	Risk Management and Compliance:	<ul style="list-style-type: none"> <li>Participate in supporting periodic risk assessments (especially for projects)</li> <li>Partaken in supporting project teams to prepare project risk management plans and guiding them in executing those plans.</li> <li>Report on key risk indicators (KRIs) and implementation of risk mitigation strategies.</li> <li>Conduct compliance reviews and support project teams to establish compliance obligations registers</li> </ul>
3.	Internal Audit	<ul style="list-style-type: none"> <li>Execute risk-based internal audits that are properly planned, based on context-specific audit programmes, and properly documented through professionally prepared working papers. These audit reports add value to projects and other audited entities.</li> <li>Conduct follow-up audits and issue reports</li> <li>Partake in coordinating external audits</li> </ul>
7	Budget Management	<ul style="list-style-type: none"> <li>Participate in the directorate's resource management through ensuring adherence to financial and other resource allocations to audits.</li> </ul>
8	Resource Mobilisation	<ul style="list-style-type: none"> <li>This position indirectly contributes to fundraising efforts through audit support to project management teams. Such support involves providing advisory services to project management teams to improve proposal risk assessment and management.</li> <li>In addition, the outcomes of project audits should lead to better project performance, which should improve the repute of URCS and enable it to obtain repeat funding.</li> </ul>

### **QUALIFICATIONS/REQUIREMENTS**

Education Qualifications	<ol style="list-style-type: none"> <li>Minimum of a Bachelor's degree in Accounting, Commerce, Finance, Economics or other related field from an approved, recognised and reputable university.</li> <li>Student or Qualified Membership of the Institute of Internal Auditors or equivalent professional body is preferred but not mandatory</li> </ol>
Essential Experience	<ol style="list-style-type: none"> <li>Minimum 2 years' hands-on internal audit practice.</li> </ol>
Core Competencies.	<ol style="list-style-type: none"> <li>Negotiation and conflict management</li> <li>Innovation and creatively</li> <li>Stakeholder management</li> <li>Commitment to continuous learning</li> <li>Communication</li> <li>Technology awareness</li> <li>Policy research and development</li> <li>Change capability and adaptability</li> <li>Manage resources</li> </ol>

	10. Empowering and building trust.
knowledge and Skills	<ol style="list-style-type: none"> <li>1. Ability to conduct assurance and consulting engagements conforming with the Global Internal Auditing Standards, practice guides, implementation guides, and leading practices in executing internal audits</li> <li>2. Capability to sufficiently use audit-aided tools like embedded monitoring routines in URCS software(s), MS Office applications and other automated tools that can enhance the efficiency and effectiveness of auditors.</li> <li>3. Ability to detect any potential impairments to internal audit independence and the impact of such impairments.</li> <li>4. Capacity to notice and manage any real or perceived impairments to an individual internal auditor's objectivity; assess and maintain internal audit objectivity</li> <li>5. Ability to conduct risk-based project audits</li> <li>6. Demonstrated individual conformance with The IIA's Code of Ethics.</li> <li>7. Due professional care.</li> <li>8. Knowledge of non-profit and humanitarian organisations' operations</li> <li>9. Project Risk Management</li> <li>10. Enterprise Risk Management Framework and Process</li> <li>11. Grant management practices</li> <li>12. Awareness of project management frameworks</li> <li>13. Compliance management framework</li> </ol>