



## *Elevating Impact*

The Institute of Internal Auditors (IIA) Tanzania is a Professional Association that brings together internal audit practitioners and other interested parties in internal auditing in Tanzania. IIA Tanzania aims to create awareness of the contemporary role of internal audit, promote adoption and application of the International Professional Practice Framework (IPPF) and advocate globally accepted and recognized Internal audit professional certifications. Institute of Internal Auditors (IIA) Tanzania was registered in 2007 under the Societies Act, Cap 337 of the Laws of Tanzania [2002 Revised Edition].

IIA Tanzania is an affiliate to The Global Institute of Internal Auditors (IIA) which is an international professional association of more than 200,000 members established since 1941. As a member of the global fraternity of the Institutes of Internal Auditors, IIA Tanzania enjoys the benefits of IIA's global leadership in certification, education, research, and professional guidance for the worldwide community of internal audit professionals. IIA Global is the only institution that provides universally applicable International Standards for the Professional Practice of Internal Auditing as well as the Code of Ethics to promote an ethical culture in performing Internal Auditing. Other than a global affiliation, IIA Tanzania is a member of African Federation of the Institutes of Internal Auditors (AFIIA) and it hosts AFIIA Secretariat.

**Our Vision:** To be the leading institute in promoting internal auditing.

**Our Mission:** To improve the quality of internal auditing through value-adding services to members and other stakeholders.

Through its five years Strategic Plan, the institute is determined at strengthening its Secretariat. Therefore, IIA Tanzania is recruiting to fill the following vacancy at Secretariat headquarter in Dar es Salaam.

**Job title: HEAD OF FINANCE AND ADMINISTRATION**

**Reporting to: Chief Executive Officer**

**Duty Station: IIA head office – Dar es Salaam**

**General Responsibilities**

The Head of Finance and Administration is responsible for overseeing and managing all Finance, Accounting and Administration matters.

**Main Duties:**

The Head of Finance and Administration main duties will be:

1. Develop and implement financial strategies for fund/resource mobilization and financial sustainability of the organization as directed by the Board of Governors.
2. Produce and oversee the IIAT Budget and provide up to date financial tracking systems for monitoring of expenditures of the different programs against the approved budget and so liaise with internal and external auditors and Audit and Risk committee of the Board of Governors.
3. Review and/or develop and implement system of internal controls and ensure compliance with policies, regulations, and procedures throughout the organization.
4. Review/develop sound financial policies and procedures and tools for the organization on periodic basis.
5. Develop and implement administration and human resource management systems to attract, facilitate and retain sufficient quality human resources for the implementation of IIAT programs.
6. Design contract templates and facilitate their utilization and oversee the general contracts management by all activities and in the engagement of outsourced services during implementation of plans, program and projects.
7. Advise Chief Executive Officer on all issues relating to Finances and investment including analysis of financial reports, Management on various tax issues and compliances with an accurate and timely reports thereof.
8. To perform other duties assigned by the Chief Executive Officer

**Competencies and Skills:**

- Proficiency in Accounting and Payroll Management Systems,
- Proficiency Microsoft Office applications.
- Knowledgeable of the Human Resources and Administration practices
- Strong interpersonal, communication and leadership skills;
- Ability to manage and prioritize tasks and projects;
- Good understanding of applicable tax, pension and other statutory obligations;
- Excellent analytical and problem-solving skills; and
- Ability to meet deadlines multitask and adapt to frequents changing priorities and
- Fund raising and resource mobilization skills.

**Qualifications:**

- Bachelor's degree in accounting or equivalent qualification
- Must be a Certified Public Accountant
- Minimum four (4) years relevant experience at senior level;
- Master's degree is an added advantage.

Interested and Qualified candidates are requested to apply to reach the undersigned not later than 5.00pm, 29<sup>th</sup> February 2024.

**Chief Executive Officer**

**The Institute of Internal Auditors Tanzania (IIA)**

**Masaki Peninsula, Rufiji Street, Plot No. 2**

**P. O. Box: 80517, Dar es Salaam**

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Physical submission of applications will not be accepted. Women are highly encouraged to apply.