



## Career with BRAC International

BRAC is an award-winning international non-governmental development organisation, with the vision of a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programmes to assist poor and disadvantaged communities in low-income countries, including in conflict-prone and post-disaster settings. It is an organisation of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organisation committed to highlighting innovation, impact and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first programme outside of Bangladesh in Afghanistan in 2002, and has since reached millions of people in 11 countries in Asia and Africa. BRAC has a holistic approach to development that uses a wide array of programmes and social enterprises, including in microfinance, education, health, agriculture, gender and human rights. BRAC believes that every person has inherent potential, and when an enabling environment is created and that potential is unleashed, even the poorest can become agents of positive change in their own lives, for their families and their communities.

**BRAC Maendeleo Tanzania** is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood

## About the Programme

In 2022, the Mastercard Foundation in partnership with BRAC International (BI) will be announcing an initiative that will create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5 million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches will be delivered in communities to foster the agency and voice of AGYW. They will have the opportunity to fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.

BRAC International will implement an integrated and holistic model to address the various life cycles of a young woman living in poverty, ensuring she is able to transition safely from adolescence to adulthood. She will be equipped with the appropriate skills, tools, and access to finance to effectively exercise her agency and build a fulfilling and productive livelihood.

BRAC International is seeking applications from competent, dynamic and self-motivated individuals to fill the following position in **BRAC Maendeleo Tanzania**

## **1. Audit Manager (AD# MCFBMT-2218)**

This position is responsible to support the Mission of Internal Audit function in Organization, that is enhancing and protect organizational value by providing risk-based and objective assurance, advice and insights

### **RESPONSIBILITIES**

- To prepare project Audit Annual Plan under the supervision of the Head of Internal Audit
- To support Audit officers, perform risk-based audits in accordance with auditing standards for the overall project
- To conduct donor compliance reviews of organization records and ensure control management regarding financial reliability
- To ensure compliance with Government statutory requirements in areas including but not limited to taxation laws, employment law and any other applicable local requirements
- To ensure that audits are performed with due professional care and there are credible audit observations, conclusions, and recommendations
- To carry out special audits/investigations when the need arises.
- To ensure conformity with the internal audit manual in all phases of the audit process.
- Document, evaluate and test systems and controls to determine their adequacy and effectiveness, ensuring compliance with policies and procedures, reliability and integrity of information, and safeguarding of assets.
- To discuss with the Head of Internal Audit major risks and audit findings identified

### **Safeguarding Responsibilities:**

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation
- Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action
- Follow the safeguarding reporting procedure in case any reportable incident takes place and encourage others to do the same

### **EDUCATIONAL REQUIREMENTS**

Holder of a Bachelor degree in Accounting, Commerce, Project management or related field from a recognized University/Institution. Professional qualification i.e., CIA/CPA/ACCA will be an added advantage

### **SKILLS AND COMPETENCIES**

- Proven knowledge of auditing standards and procedures, laws, rules and regulations
- Proven knowledge of donor-funded projects and compliance requirement
- High attention to detail and excellent analytical skills
- Sound independent judgement and high level of confidence and integrity
- Computer literate with advanced level knowledge of Microsoft Applications (Excel, Word, and PowerPoint)
- Ability to manipulate large amounts of data and compile detailed reports.
- Excellent understanding of internal control system and knowledge of risk-based approach to internal auditing
- Excellent communication, writing and presentation skills with the ability to produce original well-composed reports

## **EXPERIENCE REQUIREMENTS**

Experience in a relevant field with at least 5 years of experience in donor-funded projects.

**EMPLOYMENT TYPE:** CONTRACTUAL

**SALARY:** Negotiable

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If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

**Candidate** needs to email their CV with a letter of interest mentioning educational grades, years of experience, current and expected salary at: [bimcf.tanzania@brac.net](mailto:bimcf.tanzania@brac.net)

**Please mention the name of the position and AD# ..... in the subject bar.**

**Only complete applications will be accepted and shortlisted candidates will be contacted.**

**Application deadline:16<sup>th</sup> Dec 2022**

*BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.*

*BRAC is an equal opportunities employer.*



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## **1. Senior Audit Officer (AD# MCFBMT-2219)**

This position is responsible to support the Mission of Internal Audit function in Organization, that is enhancing and protect organizational value by providing risk-based and objective assurance, advice and insights

### **RESPONSIBILITIES**

- To perform risk-based audits in accordance with auditing standards as assigned by the Audit Manager
- To conduct donor compliance reviews of organization records and ensure control management regarding financial reliability
- To ensure compliance with Government statutory requirements in areas including but not limited to taxation laws, employment law and any other applicable local requirements
- To ensure that audits are performed with due professional care and there are credible audit observations, conclusions, and recommendations
- To prepare risk-based audit report and send to manager for review within the agreed timelines.
- To carry out special audit / investigation when need arise.
- To ensure conformity with internal audit manual in all phases of the audit process.
- Document, evaluate and test systems and controls to determine the adequacy and effectiveness, ensuring compliance with policies and procedures, reliability and integrity of information, and safeguarding of asset.
- To compute, calculate, verify, tabulate and analyses data.
- To attend entry meeting with auditee's management and discuss on the audit engagement and audit work.
- To discuss with Head of Internal Audit and Manager major risks and audit findings identified during the course of audit.
- To attend exit meeting with auditee's management to discuss on the audit finding identified during the course of audit.

### **Safeguarding Responsibilities:**

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation
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### **EDUCATIONAL REQUIREMENTS**

Holder of a Bachelor degree in Accounting, Commerce, Project management or related field from a recognized University/Institution. Professional qualification i.e., CIA/CPA/ACCA will be an added advantage

### **SKILLS AND COMPETENCIES**

- Proven knowledge of auditing standards and procedures, laws, rules and regulations
- Proven knowledge of donor funded projects and compliance requirement
- High attention to detail and excellent analytical skills
- Sound independent judgement and high level of confidence and integrity

- Computer literate with advanced level knowledge of Microsoft Applications (Excel, Word, and PowerPoint)
- Ability to manipulate large amounts of data and to compile detailed reports
- Excellent understanding of internal control system and knowledge of risk-based approach to internal auditing
- Excellent communication, writing and presentation skills with ability to produce original well composed reports.

## **EXPERIENCE REQUIREMENTS**

At least 3 years of experience on Non-Governmental and Donor funded organizations.

## **EMPLOYMENT TYPE: CONTRACTUAL**

**SALARY:** Negotiable

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