



Catholic University of Health and Allied Sciences

EMPLOYMENT OPPORTUNITY

The Catholic University of Health and Allied Sciences (CUHAS), owned by the Tanzania Episcopal Conference (TEC), provides training for over 3,000 students. CUHAS is currently running programmes in Doctor of Philosophy (PhD), Master of Medicine (MMed), Master of Public Health (MPH), Master of Science in Pediatric Nursing (MSc.PN), Master of Science in Clinical Microbiology and Diagnostic Molecular Biology (MSc. CMDMB), Master of Science in Epidemiology and Biostatistics (MSc. EB), Doctor of Medicine (MD), Bachelor of Pharmacy (BPharm), Bachelor of Science in Nursing Education (BSc.NED), Bachelor of Science in Nursing (BSc.N), Bachelor of Medical Laboratory Sciences (BMLS), Bachelor of Science in Medical Imaging and Radiotherapy (BSc.MIR), Diploma in Pharmaceutical Sciences (DPS), Diploma in Medical Laboratory Sciences (DMLS) and Diploma in Diagnostic Radiography (DDR). CUHAS is looking for highly qualified and motivated individuals to fill the following position:

1. ASSISTANT INTERNAL AUDITOR III

i. Qualifications

Holder of Bachelor Degree or Advanced Diploma in Accountancy/Finance, B.Com or equivalent qualification with ability to use relevant computer application software.

ii. General Attributes

- Fluent in both written and spoken Swahili and English,
- Good Computer skills,
- Good communications, presentational and organizational skills,
- Adherence to professional ethics and integrity,
- Adaptability and Flexibility,
- The ability to work in a team and independently,
- The ability to work under minimum supervision.
- Ability to be trained and grow as Internal Audit.

iii. Duties and Responsibilities

- Assist in the development of risk analyses and Internal Audit Annual Plans.
- Assist in evaluating internal control systems and ensure adherence to Policies, Regulations and Laws.
- Assist in preparing Audit Programmes and maintaining completed audit working papers, documenting the basis for the recommendations made relative to the audit assignments.
- Assist in planning and executing audit engagements, including data analysis and testing as a base for Audit evidence.
- Applies quality assurance principles and contributes to the development of improved internal auditing processes.

- Provides findings towards the preparation of audit reports.
- Assist in drafting and presenting audit reports.
- Collaborate with external auditors during statutory audits and regulatory compliance assessments.
- Monitor the implementation of audit recommendations and execute remedial actions.
- To perform any other related duties assigned by the senior officer.

APPLICATIONS

- All applicants must be Citizens of Tanzania.
- Applications must be typed in English.
- All application letters must be accompanied by detailed and current curriculum vitae, all relevant certificates and full transcripts. **For applicants with foreign certificates, a recognition by TCU must be attached.**
- Names and valid addresses (and phone numbers or emails) of 3 credible referees must be provided.
- **For applicants sending their applications through email, all documents must be attached as one PDF document.**
- The deadline is **Thursday 29th February 2024 at 04:30 pm.**
- Applications must be addressed and sent to:

**VICE CHANCELLOR,
CATHOLIC UNIVERSITY OF HEALTH AND ALLIED SCIENCES (CUHAS),
P.O. BOX 1464,
MWANZA,
TANZANIA.**

Or E-Mail to: recruitment@cuhas.ac.tz