



**HUMAN
RESOURCE
DEVELOPMENT
COUNCIL**
of BOTSWANA

EXTERNAL ADVERT NO. 1 OF 2020

The Human Resource Development Council (HRDC), an autonomous body whose main objectives among others include provision for Policy Advice with regard to the National Human Resource Development Strategy, Coordination and implementation of the strategy, Planning and Advising on Tertiary Education Financing and Work Place Planning in Botswana, seeks to recruit suitably qualified persons for the following post:

Internal Auditor X1

Main Purpose of the Job

Execution of the audit programme to assess operational efficiency, risks, soundness of business practices, reliability of financial reporting and effectiveness of financial controls and procedures, and evaluate compliance with set procedures and applicable laws.

Key Accountabilities

Internal auditing which includes amongst others the following:

- Provision of input on development of an annual auditing programme.
- Identifying risks and recommend how risks can be addressed through proper internal control policies, processes and systems.
- Execute the annual audit and risk management programmes:
- Review governance practices and standards.
- Preparation of audit reports and recommendations.
- Update systems flowcharts and documentation to reflect changes in the control environment as and when they arise, and to evaluate effectiveness on controls.
- Assist the Supervisor in monitoring progress in the implementation of audit recommendations.
- Liaise with the external auditors as and when required.
- Carry out special audit assignments and investigations as directed by Executive Management and /or Audit

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Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

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- Audit the accounting and financial data of departments to ensure accuracy and compliance with government guidelines and laws, carrying out internal audit checks of financial transactions on a random basis to test soundness of controls and accounting procedures.
- Reviewing and auditing of procurement processes to ensure that transparent procurement procedures are in place and are implemented at all times.
- Reviewing and auditing Financial and other IT systems to ensure integrity and reliability of systems and accuracy of reports.

Competencies

- Knowledge of the relevant sector (policy, strategy, legislation, regulations).
- Knowledge of private and public sector accounting, and financial management systems and conventions.
- Knowledge of structures, internal controls and processes, information systems, and ability to develop recommendations for improvements to these.
- Demonstrated compliance to the Professional Code of Ethics and the Standards for internal auditing.
- Computer literate. Experience with systems and applications in the specific work area.
- Creativity, innovation, flexibility and analytical thinking.
- Results oriented and performance driven.
- Decisiveness and assertiveness
- Communication, influence, impact
- Service oriented and client focus
- Teamwork and interpersonal skills

Job Requirements

Qualification:

- At least Degree in Accounting or Finance from a recognized institution or any related equivalent qualification acceptable to HRDC.
- Must also be a Certified Internal Auditor.

Work Experience:

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- At least 7 years of audit experience post qualification with proven knowledge in the development of a strong control environment and/ or risk assessment background.
- Experience in conducting all types of audits (operational, financial and IT).
- Exposure to similar functions in an HRD environment would be an advantage.

Remuneration:

- HRDC offers an attractive remuneration package which is commensurate with qualifications, skills and experience offers an attractive remuneration package which is commensurate with qualifications, skills and experience.

Method of Application

- Applications quoting the post being applied for and accompanied by detailed Curriculum Vitae, names and addresses of three referees, one of whom should be an employer/most recent employer and/or immediate supervisor (including their telephone numbers and e-mail address where applicable), true and certified copies of educational/Professional certificates and transcripts, and references must be sent to:

The Chief Executive Officer
Human Resources Development Council
Private Bag BR 108, Gaborone
Contact Telephone Number: 3930741

Or Hand Deliver to Human Resource Development Council, Records Office No. 118, 1st Floor. Please note that emailed applications will not be accepted.

Closing Date: 31st January 2020, Time 1700hrs.

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