



**Ministry of Finance and Development Planning**  
**Department Administration**  
**Term of Reference**

<b>Position Title</b>	<b>Senior Auditor: Deliverable &amp; Donor Projects</b>
<b>Report To:</b>	<b>Audit Supervisor for Operations</b>
<b>Directly Supervises</b>	<b>Junior Auditor</b>
<b>Department/Functional Relations</b>	<b>All Departments</b>
<b>External Relationships</b>	<b>GAC</b>
<b>Vacancy Code</b>	<b>DOA/IVIAD/14/GSR/005</b>
<p><b>Purpose:</b>  Under the direct supervision of the Audit Supervisor for Operations, Senior Auditor for Deliverables &amp; Donor Projects verify all MFDP's deliverables including donor projects, providing assurance on the fairness of project reports through monitoring to ensure they are implemented as planned.</p>	
<p><b>Key Results Area:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Projects monitoring</i></li> <li>✓ <i>Providing Assurance Project Reports</i></li> <li>✓ <i>Project Audit</i></li> </ul> <p><b>Duties</b></p> <p><b>General Managerial &amp; Technical Function</b></p> <ul style="list-style-type: none"> <li>➤ Supervises physical verification of all MFDP deliverables and donor projects and generate report for review by lead audit supervisor and Assistant Audit Director.</li> <li>➤ Provide assurance audit report that projects are fairly reported;</li> <li>➤ Monitor projects to ensure that they are being implemented as planned.</li> <li>➤ Collect data and documents of projects and analyze with respect to project plans to assure proper documentation of projects life cycle.</li> <li>➤ Plan audit schedules or strategies in accordance with various project scope and delivery dates.</li> <li>➤ Review documentation to ensure accuracy, compliance and completeness.</li> <li>➤ Examine documentations and interview with project's team to ensure project documentation.</li> <li>➤ Examine contracts relating to products and advise management on the way forward.</li> <li>➤ Carry on all other tasks assigned by the Director, Assistant Director, and in-charge supervisor.</li> </ul>	
<p><b>Education</b></p> <p>Bachelor's degree in Accounting, Auditing, or a related field. Professional Certificate in related studies is an advantage.</p>	
<p><b>Work Experience</b></p> <ul style="list-style-type: none"> <li>➤ 2-4 years of working experience in Auditing.</li> <li>➤ Expertise in internal audit, risk and control functions</li> <li>➤ Excellent communications and presentation skills.</li> </ul>	

**Other Skills**

- Handling multiples projects and meeting deadlines.
- Planning and managing budgets
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Managing and implementing annual audit plans and processes.
- Designing internal audit master plan initiatives.
- Providing management with a comprehensive enterprise risk management process.
- Managing internal audit processes in accordance with applicable laws, auditing, and accounting standards.
- Coordinating work with external auditors, federal and state agencies, and external consultants.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of information and materials.

Deadline: December 2, 2016

Please submit all applications to:

Human Resource Unit

3<sup>rd</sup> Floor

Or

Security Desk

Ministry of Finance and Development Planning