



ZANZIBAR TELECOMMUNICATION COMPANY

Zantel would like to announce the below vacancy to be filled by ambitious, energetic and performance driven Staff.

JOB TITLE: Internal Audit & Compliance Manager

REPORTING TO: Chief Audit Executive

NUMBER OF POSTS: 1

DUTY STATION: Dar es Salaam

1. PURPOSE STATEMENT OF THE JOB:

- Internal Audit and Compliance Manager is responsible for assisting in development of annual audit plan. Carrying out planned audits through audit teams (including co sourced teams) and unplanned audits/ advisory services as per management request. Ensuring compliance of audit recommendations and update the management for deviations. Identifying potential areas where savings can be achieved by way of cost control, cost rationalization as well revenue enhancement.

2. KEY RESPONSIBILITIES:

- Assisting in developing an annual audit plan, allocating resources and determining objectives.
- Understanding of Risk Management policies and procedures.
- Reviewing compliance with Company policies and procedures.
- Supervising ongoing audits and following-up on action plans as outlined in the Audit Plan, identifying critical control issues, and recommending corrective actions.
- Effectively complete the annual audit program through planning and conducting internal audits to evaluate financial controls, operational effectiveness and operation efficiencies.
- Identifying potential areas where savings can be achieved by way of cost control, cost rationalization, revenue enhancement.
- Preparing effective internal audit reports addressing issues with value added recommendations; discuss with management teams and co sourced partners.

- Carrying out customer centric audits and report quality of service and compliances.
- Reviewing compliance with Company policies and procedures.
- Providing critical review and edits draft audit reports (and other correspondences) to ensure clarity, conciseness, and comprehensibility.
- Pre launching activities, process reviews and readiness preparation.
- Reviewing of Business Simulation and UAT processes prior to launch and review of effectiveness of the processes along with the implementation

3. TECHNICAL SKILLS/COMPETENCIES:

- Strong leadership and interpersonal skills with the ability to develop team work.
- Demonstrated ability to manage change in a reputable organization and providing strategic focus.
- Excellent problem solving and decision making skills.
- Demonstrated high level of integrity.
- High level ability to manage performance and accountability.
- Communication & Interpersonal – good communication and presentation skills, ability to connect well with the auditees and team members.

4. EDUCATION:

- Full registered member of the National Board for Auditors and Accountants (NBAA) as ACPA, FCPA, or a holder of ACCA, CISA, CIA, and must be trained in Computer Assisted Audit Techniques (CAATS).
- Advanced Diploma or University Degree in Finance or Accounting or Business Administration or its equivalent from a recognised University/Higher Learning Institution.
- A Masters Degree in Finance or Accounting or Business Administration or its equivalent from a recognised University/Higher Learning Institution will be an added advantage.

5. ELIGIBILITY CRITERIA:

- At least 6 years experience in Finance and Compliance Audit in Telecom Industry; Two (2) of which must be in a managerial position.

MODE OF APPLICATION:

Please submit your application consisting of:

Application letter, Curriculum vitae, copies of relevant training and professional certificates and full contact details of three referees who are in position and willing to vouch for your professional background.

The deadline for submission of application is **21st November 2011**.

Applications should be forwarded to: E-mail: careers@zantel.co.tz with subject: **Internal Audit & Compliance Manager**.

Please note:

- No hard copies will be accepted, applicants are encouraged to send their application online using the above email address.
- Only the successful candidates will be contacted to attend the interview.

An attractive remuneration package commensurate with the responsibilities of the job will be negotiated with the right candidate