



Job Title	Audit & Risk Advisor	August 2021	
Reports to	The Ambassador, Embassy of Ireland, Dar es Salaam		
Location	Dar es Salaam, Tanzania		
N° Reporting Staff	None		
Job Profile	Providing independent and objective audit assurance and advice on the effectiveness of the Embassy’s systems of governance, risk management and internal control on Embassy operations and DCAD’s programmes in Tanzania, as well as participating in audits of other missions as commissioned by Evaluation and Audit Unit at HQ.		

Key Performance Areas	KPA detail	Competency Requirements (must relate to the KPA requirements)	% time
1. Internal Audit, Monitoring, Risk Management and Reporting	<ul style="list-style-type: none"> Ensure Embassy compliance with the standards and requirements of the Irish public service, using the documentation and guidelines developed to assist in compliance with these standards. Ensure Embassy compliance with the standards of financial accountability required of Irish Aid Partners by the Controller & Auditor General of Tanzania. Assess the risk and internal controls in operation across the Mission, and ensure that controls are appropriate and functioning properly. Develop and deliver an annual work plan of internal audit as agreed with the Head of Mission and Evaluation and Audit Unit. Oversee the external audit process for the Embassy. 	<ul style="list-style-type: none"> Delivery of results, ensuring high quality and optimal use of resources, with accurate monitoring and reporting. Specialist knowledge and expertise in internal audit, general audit, Irish Public Service and Tanzania’s legislated audit requirements, strategic and practical financial 	40%



Key Performance Areas	KPA detail	Competency Requirements (must relate to the KPA requirements)	% time
	<ul style="list-style-type: none"> • Carry out checks on the operation of a selection of financial internal controls to be agreed as part of the annual work plan with the HoM and EAU; • Provide advice and support on fraud prevention and management, including maintaining an up-to-date fraud register; • Provide advice to management on risk and monitoring of risk across the Embassy including recommending updates to the risk register; • Conduct periodic reviews of consular services to assess compliance with established protocol and policies; • Attend regular VCs with EAU and other Mission colleagues to agree internal audit approaches and share information on technical audit and risk issues ; • Participate, when appropriate, in an advisory capacity, at donor meetings and working groups, such as Public Finance Management and Audit committees, and ensure the Embassy team are fully apprised of developments relevant to the country strategy; • Participate in the audit of the Embassy by HQ's EAU as well as participate in audits of other missions as commissioned by EAU. 	<ul style="list-style-type: none"> management, and risk management • Upholds the highest standards of honesty, ethics and integrity • Communications skills, ensuring information is provided clearly, concisely and confidently when speaking and in writing. • Analytical and conceptual thinking, seeing relationships between issues and identifying coherent solutions 	
<p>2. Support to the Development Cooperation Programme</p>	<ul style="list-style-type: none"> • Become familiar with the development cooperation programme in Tanzania, the range of implementing partners and the management structures and support systems of the Embassy to oversee implementation of the programme; • Through the agreed internal audit annual work plan, assess and report on compliance with DCAD's Standard Approach to Grant Management, financial 	<ul style="list-style-type: none"> • Delivery of results, ensuring high quality, optimal use of resources • Communications skills, ensuring information is 	<p>40%</p>



Key Performance Areas	KPA detail	Competency Requirements (must relate to the KPA requirements)	% time
	<p>procedures and standards of oversight and management;</p> <ul style="list-style-type: none"> • Provide independent advice for due diligence processes/partner assessments and other risk issues within grant and partnership management and advise programme staff and management on relevant mitigating measures to be taken; • Working closely with the Programme Managers, participate and advise on the follow up action on the assessment of partner capacity to meet the accounting and financial standards required for the utilisation of Irish Aid funds. • Provide advice to programme staff regarding audit reports received from grant partners and on follow-up on audit issues identified; • Alert the Ambassador and Head of Development about any issues raised in external audits and recommend steps to be taken in response to these issues. • Advise the Head of Mission and Head of Development on cases of fraud, or suspicion of fraud. Ensure response actions are in line with the Department’s Fraud Policy and, where necessary, support management to develop and oversee the implementation of TORs for investigations/forensic audit. • Participate in an advisory capacity on the planning of multi-donor financial arrangements to assure compliance with Irish Aid financial procedures and requirements; contribute, as required in financial oversight of multi-donor projects, including participation in working groups dealing with financial and related issues. 	<p>provided clearly, concisely and confidently when speaking and in writing.</p> <ul style="list-style-type: none"> • Is able to work under pressure and with multi-disciplinary and multi-cultural teams 	



Key Performance Areas	KPA detail	Competency Requirements (must relate to the KPA requirements)	% time
3. General Management and Staff Development	<ul style="list-style-type: none"> • Participate in an advisory capacity in mission management and oversight meetings as required; • Contribute to staff capacity building including familiarising staff with departmental systems and procedures as they relate to audit & risk management; • Provide strategic/input and advice on compliance, audit and risk matters across the work of the Embassy and work within teams to ensure that their related responsibilities are understood; • Provide support for other activities included in the Embassy Business Plans as requested. 	<ul style="list-style-type: none"> • Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department and effectively communicates this to others • Management and team working, including coaching and support for groups and individuals, identification of development needs. 	10%
4. Communications and teamwork	<ul style="list-style-type: none"> • Communicate compliance, audit and risk requirements to all relevant internal and external stakeholders as required, ensuring that the material is user friendly. • Maintain links with other Missions to identify potential areas for collaboration, sharing the experiences of best practice with colleagues across the continent. • Participate in Embassy programme staff meetings and undertake delegated roles and responsibilities. • Report to line management as required. • Participate constructively in performance review processes. • Carry out any additional responsibilities that may be assigned by line management from time to time. 	<ul style="list-style-type: none"> • Interpersonal communications, ensuring responsiveness, diplomacy, tact, courtesy and respect for others at all times. • Management and team working Flexibility and comfortable adaptation to change. 	10%



<p>Qualifications and Skills Requirements</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Qualified accountant with full internationally recognised accounting qualification such as CPA/ACCA or CA. Minimum of five years’ post qualification experience. • At least five years’ relevant experience in finance and/or audit, working with government, non-Government or donor agencies or similar environment at a senior level. • Up to date knowledge of changes in international accounting and auditing standards. • Proficiency in accountancy and audit software packages and a high level of computer skills in Microsoft Office software, particularly Word, Excel Spreadsheets, databases, e-mail and internet sufficient for the performance of above duties. • Proven financial management, risk management, advisory, planning and monitoring skills. • Proven record showing a very high degree of integrity and trustworthiness. • Proven ability to collate and distil large amounts of information, summarising findings to be used for management decisions and planning. • Excellent interpersonal and communication skills (including fluency in verbal and written English and Kiswahili languages) and credibility in dealing with senior members of staff over financial and risk issues. • Familiarity with the key principles and practice of effective aid delivery <p>Desirable:</p> <ul style="list-style-type: none"> • Specific experience and qualification in internal and/or external audit would be an advantage • Good interpersonal and tactful negotiation skills and the ability to work independently and as part of a team. 	
<p>Terms and Conditions</p>	<ul style="list-style-type: none"> • Working hours: full time, or 38 hours per week. Occasional late working or attendance at work-related events outside of working hours is required. (Occasional travel may be required) • Remuneration: Pay Scale A, starting salary 127,775,952 TSH per annum. • Benefits: Staff Medical Insurance Scheme; NSSF 	



- **Primary work location:** Embassy of Ireland, Dar es Salaam
- **Start date:** November 2021
- **Performance Management:** The Embassy of Ireland operates a Performance Management Development System (PMDS) based on that used in the Irish civil service. Staff members agree, with their manager, goals, key tasks and targets aligned to an annual business plan. Performance is reviewed mid-year and at year-end. The PMDS also includes agreed on-going professional development actions. The incumbent agrees his/her profile with his/her line manager.