

POSITION DESCRIPTION

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| Title: | Internal Auditor | Location: | Head Office |
| Department: | QHSE Department | Reports to: | QHSE & BC Manager |
| Salary: | Salary package | | |
| Prepared by: | CAO | Date: | June 2021 |

Overall Purpose:

- Responsible for auditing and inspecting departments and functions to fulfil legal, regulatory, and standard requirements.
- Responsible for ensuring compliance of departments and functions with internal policies and procedures.

Roles and Responsibilities:

Audit & Inspection

- Create a periodic internal audit plan covering operational audits, performance audits, compliance audits, financial audits (if required)
- based on applicable standards and regulatory requirements.
- Follow and report against the progress of the periodic internal audit plan.
- Conduct internal audits on department and functions to determine compliance against legal, regulatory (including contractual and stakeholder requirements), and standard requirements (i.e. ISO, JCI, DoH, and MOH).
- Develop and present audit reports to Line Manager and internal stakeholders on timely basis.
- Monitor and update the status of audit findings and its associated root cause and corrective actions in a timely manner to ensure all audit findings are addressed.
- Develop, review, and maintaining internal audit related documents including policies, templates, and process maps.
- Lead audits and inspections carried out by regulators, authorities, and clients
- Conduct BC internal audits on department and functions to determine compliance against NCEMA standard.
- Assist in developing the BC framework based on audit findings and gap analysis outcomes.
- Ensure Business Continuity requirements are aligned with the QHSE Management System requirements.

Strategic Audit Plan

- Develop, implement and maintain the Internal Audit Charter and implementation throughout National Ambulance
- Develop the Strategic Audit Plan for 3 to 5 years. This will define the audit assignments to be done on a yearly basis.
- Submit the Strategic Audit Plan to the QHSE & BC Manager and update it accordingly.

- Review the Strategic Audit Plan at the beginning of each year to reconfirm the status and nature of risks, and to validate whether changes to the systems have affected the risk assessment results.

Action Plan Reports

- Follow up on the implementation of the actions agreed with the management based on the recommendations raised
- Report to the QHSE & BC Manager on the status of the action plan implementation.
- Prepare the minutes of audit meetings.
- Plan the resources required, budget and the special skills needed to execute the specific audit plan.
- Ensure strong alignment between QHSE Risk Register and the Corporate Risk Register
- Ensure risks identified within QHSE Risk Register are represented on the Corporate Risk register as required
- Participate in QHSE Risk Assessments / Inspections and conduct investigations into non conformances, near misses, incidents or complaints.
- Demonstrate viable and active leadership that engages Employees to practice QHSE applications

General

- Work in coordination with QHSE Coordinators and provide support to QHSE & BC Manager.
- Report to the QHSE & BC Manager on the status of given tasks.
- Perform other related tasks as assigned.

QHSE:

Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

Professional and Academic Expertise

- Bachelor's degree in appropriate field (Business Administration, Occupational Safety, etc)
- Internal Audit training
- Proficient skills in IT governance and administration and knowledge management principles
- Demonstrate exceptional written and oral communication skills
- Advanced skills in Microsoft Office
- Ability to communicate with cultural sensitivity, and engage stakeholders effectively to achieve positive outcomes.
- Strong knowledge of the issues affecting Health, Safety and the Environment
- High level of analysis skills and interpretive capabilities to identify RCA and corrective actions
- Ability to manage complex workplace relationships to ensure health safety and environmental information can be obtained, Audited and communicated

Chief Administrative Officer

Change Brief

| Version No. | Date | Changes |
|-------------|-----------|---------|
| 1 | June 2021 | New PD |
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Review & Approval:

(Enter final approver title here)