



Employment Opportunities

ISO 9001-2008 Certified

The National Social Security Fund (NSSF) which is the leading provider of social security services in Tanzania is hereby inviting applications from suitably qualified, dynamic and motivated Tanzanians to immediately fill vacant positions currently existing in the Fund.

1. Position: Principal Internal Auditor - Performance (1)

Report To: Audit Manager - Value for Money

Job overview

Under the Supervision of Audit Manager VFM, the function entails accountability for engagement planning, performing, reporting and follow up and monitoring of VFM internal audit work. The incumbent will be responsible for assisting the Manager VFM in the planning and execution of all VFM audits.

Responsibilities

1. Participate in engagement planning and provide technical assistance and coaching to audit team members,
2. Develop draft engagement audit programs,
3. Ensure that the work of team members is performed in accordance with professional and organizational standards,
4. Provide technical assistance to internal audit team in compiling, drafting and completing internal audit work,
5. Review audit work paper of a completed engagement to ensure that they are documented in accordance with audit methodology,
6. Prepare draft audit reports and submit to the Audit Manager,
7. Perform follow up related to audit findings,

8. Provide informal, day-to-day coaching and guidance to other Auditors, share knowledge of specialty areas to build knowledge and capabilities across Internal Audit Directorate.
9. Perform any other duties as may be assigned by the Audit Manager VFM or the Director of Internal Audit.

Job Qualifications and Skills

a) Qualifications

- Graduate in Engineering, Project Management or equivalent.
- Masters qualification in relevant field is an added advantage,
- 3 years of relevant work experience
- Professional business, engineering or auditing qualification is preferred.
- Possession of Masters Degree will be added advantage.

b) Skills

- Strong skills in technical audit of construction works
- Strong report preparation and writing skills,
- Ability to exercise professional judgment, including assessing risk and balancing competing priorities,
- Expert planning and organizing skills with the ability to manage multiple priorities,
- Demonstrate ability to conduct Performance Audit in the financial institution,
- Expert knowledge of VFM or performance auditing and thorough knowledge of internal controls and risk assessment,
- High level of knowledge of trends and best practices in internal control,
- Must be computer literate. Hands on experience on use of Apex and ACL will be an added advantage.

2. Positions: Senior Auditors - Performance Audit (2)

Report To: Principal Internal Auditor - Performance

Job Overview

The Senior Internal Auditor (SIA) is responsible for Execution of Approved Risk Based Audit Plan and follow ups on audits reports.

Responsibilities

1. Participate in preparation of Annual Audit Plan
2. Participate in preparation of engagement audit programs
3. Perform audit in accordance with professional and organizational standards
4. Prepare audit work paper in accordance with audit methodology
5. Assist Principal Internal Auditor in compiling, drafting and completing internal audit assignment.
6. Prepare draft audit reports and submit to Principal Internal Auditor for review
7. Perform follow up to previous audit reports, and
8. Perform any other duties as may be assigned by the superiors

Job Qualifications and Skills

(a) Qualifications:

- Graduate in engineering or equivalent.
- 2 years of relevant work experience,
- Professional in engineering or auditing qualification is preferred.

(b) Skills

- Strong report writing skills
- Ability to exercise professional judgment, including assessing risk and balancing competing priorities.
- Expert in planning and organizing skills with the ability to manage multiple priorities.
- Must be computer literate
- Proficient in the use of ACL and Apex audit software
- Expert knowledge of auditing and thorough knowledge of internal controls and risk assessment.
- High level knowledge of trends and best practices in internal control

3. Position : Senior Internal Auditor - Procurement (1)

Report To: Principal Internal Auditor - Procurement

Job overview

The Senior Internal Auditor (SIA) is responsible for Execution of Approved Risk Based Audit Plan and follow ups on audits reports

Responsibilities

- 1) Participate in preparation of Annual Audit plan.
- 2) Participate in preparation of engagement audit programs.
- 3) Perform audit in accordance with professional and organizational standards.
- 4) Prepare audit work paper in accordance with audit methodology.
- 5) Assist Principal internal auditor in compiling, drafting and completing internal audit assignment.
- 6) Prepare draft audit reports and submit to Principal Internal Auditor for review,
- 7) Perform follow up to previous audit reports, and
- 8) Perform any other duties as may be assigned by the superiors.

Job Qualifications and Skills

a) Qualifications

- Graduate in Procurement Law or its equivalent.
- 2 years of relevant work experience
- Professional procurement or auditing qualification is preferred.

b) Skills

- Strong report writing skills,
- Ability to exercise professional judgment, including assessing risk and balancing competing priorities,
- Expert in planning and organizing skills with the ability to manage multiple priorities,
- Strong judgment and expert analytical and system thinking skills,
- Must be computer literate,
- Proficient in the use of ACL and Apex audit software,

- Expert knowledge of procurement auditing and thorough knowledge of internal controls and risk assessment,
- High level knowledge of trends and best practices in internal control
- Demonstrate thorough understanding of Public Procurement Act and its respective regulations.

4. Position: Senior Internal Auditor - ICT (1)

Report To: Principal Internal Auditor - ICT

Job overview

The Senior Internal Auditor (SIA) is responsible for Execution of Approved Risk Based Audit Plan and follow ups on audits reports.

Responsibilities

- 1) Participate in preparation of Annual Audit plan,
- 2) Participate in preparation of engagement audit programs,
- 3) Perform audit in accordance with professional and organizational standards,
- 4) Prepare audit work paper in accordance with audit methodology,
- 5) Assist Principal internal auditor in compiling, drafting and completing internal audit assignment,
- 6) Prepare draft audit reports and submit to Principal Internal Auditor for review,
- 7) Perform follow up to previous audit reports, and
- 8) Perform any other duties as may be assigned by the superiors.

Job Qualifications and Skills

a) Qualifications

- Graduate in Computer science or its equivalent.
- 2 years of relevant work experience in a financial services organization or other relevant organization,
- Professional computer or auditing qualification is preferred,
- Intermediate Certification in ACL is an added advantage.

b) Skills

- Strong report writing skills,
- Ability to exercise professional judgment, including assessing risk and balancing competing priorities,
- Expert in planning and organizing skills with the ability to manage multiple priorities,
- Proficient in the use of ACL and Apex audit software,
- Knowledge of computer, auditing and thorough knowledge of internal controls and risk assessment,
- High level of knowledge of trends and best practices in internal control,
- Strong knowledge of Fund's operations and systems is a requirement.

5. Positions: Internal Auditors - ICT (2)

Report To: Senior Internal Auditor - ICT

Job overview

The Internal Auditor (IA) is responsible for Execution of Approved Risk Based Audit Plan and follow ups on audits reports.

Responsibilities

- 1) Participate in preparation of engagement audit programs,
- 2) Perform audit in accordance with professional and organizational standards,
- 3) Prepare audit work paper in accordance with audit methodology,
- 4) Assist Senior internal auditor in compiling, drafting and completing internal audit assignment,
- 5) Prepare draft audit reports and submit to Senior Internal Auditor for review,
- 6) Perform follow up to previous audit reports, and
- 7) Perform any other duties as may be assigned by the superiors.

Job Qualifications and Skills

a) Qualifications

- Graduate in Computer Science or its equivalent,
- 2 years of relevant work experience in a financial services organization or other relevant organization,
- Professional business, accounting or auditing qualification is added advantage,
- Holder of Intermediate certificate in ACL software,
- Holder of certification in Oracle application is an added advantage.

b) Skills

- Strong report writing skills,
- Strong written and verbal communication skills,
- Ability to exercise professional judgment, including assessing risk and balancing competing priorities,
- Must be conversant with ACL software application,
- Knowledge of auditing and thorough knowledge of internal controls and risk assessment,
- High level of knowledge of trends and best practices in internal control.

6. Position: Internal Auditor - Operational audit (3)

Report To: Senior Internal Auditor

Job overview

The Internal Auditor (IA) is responsible for Execution of Approved Risk Based Audit Plan and follow ups on audits reports.

Responsibilities

- 1) Participate in preparation of engagement audit programs,
- 2) Perform audit in accordance with professional and organizational standards,
- 3) Prepare audit work paper in accordance with audit methodology,

- 4) Assist Senior internal auditor in compiling, drafting and completing internal audit assignment,
- 5) Prepare draft audit reports and submit to Senior Internal Auditor for review,
- 6) Perform follow up to previous audit reports, and
- 7) Perform any other duties as may be assigned by the superiors.

Job Qualifications and Skills

a) Qualifications

- Graduate in Business or Accounting or equivalent. Masters qualification in relevant field is an added advantage,
- 2 years of relevant work experience.
- Professional business, accounting or auditing qualification is preferred such as CPA and CIA
- Possess high qualification on fraud investigation and reporting such as CFE
- Knowledge of auditing and thorough knowledge of internal controls and risk assessment,
- Intermediate Certification in ACL,
- High level of knowledge of trends and best practices in internal control.

b) Skills

- Strong report writing skills.
- Strong written and verbal communication skills.
- Ability to exercise professional judgment, including assessing risk and balancing competing priorities.
- Must be computer literate. Use of Apex and ACL will be an added advantage.
- Strong knowledge of Fund's operations and systems is a requirement.

7. Positions: Internal Auditors - Performance audit (2)

Report To: Senior Internal Auditor - Performance

Job overview

The Internal Auditor (IA) is responsible for Execution of Approved Risk Based Audit Plan and follow ups on audits reports.

Responsibilities

- 1) Participate in preparation of engagement audit programs,
- 2) Perform audit in accordance with professional and organizational standards,
- 3) Prepare audit work paper in accordance with audit methodology,
- 4) Assist Senior internal auditor in compiling, drafting and completing internal audit assignment,
- 5) Prepare draft audit reports and submit to Senior Internal Auditor for review,
- 6) Perform follow up to previous audit reports, and
- 7) Perform any other duties as may be assigned by the superiors.

Job Qualifications and Skills

a) Qualifications

- Graduate in a relevant subject (Business, Accounting, or Project Management) or equivalent,
- 2 years of relevant work experience.

b) Skills

- Strong report writing skills,
- Strong written and verbal communication skills,
- Ability to exercise professional judgment, including assessing risk and balancing competing priorities,
- Must be computer literate. Use of ACL will be an added advantage,
- Knowledge of VFM or performance auditing and thorough knowledge of internal controls and risk assessment will be an added advantage

8. Positions: Internal Auditors - Procurement audit (3)

Report To: Senior Internal Auditor - Procurement

Job overview

The Internal Auditor (IA) is responsible for Execution of Approved Risk Based Audit Plan and follow ups on audits reports.

Responsibilities

- 1) Participate in preparation of engagement audit programs.
- 2) Perform audit in accordance with professional and organizational standards,
- 3) Prepare audit work paper in accordance with audit methodology.
- 4) Assist Senior internal auditor in compiling, drafting and completing internal audit assignment.
- 5) Prepare draft audit reports and submit to Senior Internal Auditor for review,
- 6) Perform follow up to previous audit reports, and
- 7) Perform any other duties as may be assigned by the superiors.

Job Qualifications and Skills

a) Qualifications

- Graduate in Procurement, Law or its equivalent,
- 3 years of relevant work experience in a financial services organization or other relevant organization,
- Professional qualification in Procurement, such as CPSP is an added advantage.

b) Skills

- Strong report writing skills.
- Strong written and verbal communication skills.
- Ability to exercise professional judgment, including assessing risk and balancing competing priorities.

- Must be computer literate. Use of ACL will be an added advantage,
- Knowledge of procurement auditing and thorough knowledge of internal controls and risk assessment,
- High level of knowledge of trends and best practices in internal control.

Mode of application:

Applications in writing enclosing detailed curriculum vitae, certified copies of relevant certificates, contact address including telephone numbers, email address and names and addresses of three referees to be addressed to the undersigned.

Please take note of the following;

1. Applications without latest CVs will not be considered;

Director, Human Resources and Administration
National Social Security Fund,
P.O. Box 1322,
DAR ES SALAAM

The closing date for submission will be on 15th December, 2014. Only short listed candidates will be contacted.

Business Units:

Kindly confirm that this advert fits your requirement and should proceed accordingly.

Name:

Title:

Signature:

Date: