UNIVERSITY OF DAR ES SALAAM
COMPUTING CENTRE

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Date: 5ᵗʰ January 2025

VACANCY ANNOUNCEMENT

The University of Dar es Salaam Computing Centre (UCC), a leading Information Technology (IT) company owned by the University of Dar es Salaam (UDSM), is renowned for providing innovative IT solutions and services to public institutions including the UDSM, private institutions and the general public.

As part of our commitment to providing innovative IT solutions and services, we are seeking highly motivated and suitably qualified Tanzanians to fill the following position:

Post   :   Internal Auditor (1 Post)
Duty Station   :   Dar es Salaam.

Key Responsibilities:

1. Participating in the development of the annual audit plan, conducting risk assessments, and executing audits according to the plan and established IIA standards.
2. Examining financial records, transactions, and controls to ensure accuracy, completeness, and compliance with accounting principles and internal policies.
3. Evaluating the efficiency and effectiveness of operations, identifying areas for improvement, and recommending best practices.
4. Assessing compliance with relevant laws, regulations, and internal policies. This could cover areas like data privacy, anti-corruption, and industry-specific regulations.
5. Evaluating IT controls, security, and infrastructure to ensure data integrity, system reliability, and compliance with IT governance frameworks.
6. Identifying and evaluating key risks facing the organization and recommending appropriate mitigation strategies. Participating in enterprise risk management activities.
7. Evaluating the design and effectiveness of internal controls to ensure they are adequate to mitigate identified risks.
8. Preparing clear and concise audit work papers, documenting audit findings, and drafting audit reports.
9. Communicating audit findings and recommendations to management, including senior management and the audit committee. Presenting findings in a clear and persuasive manner.
10. Tracking the implementation of management's responses to audit recommendations and performing follow-up reviews to ensure corrective actions are taken.
11. Working closely with other departments and functions within the organization.

12. Staying up-to-date with current auditing practices, accounting standards, and regulatory changes through continuous professional development.
13. Providing advisory services to management on risk management, internal controls, and governance best practices.
14. Participating in special projects as assigned, such as fraud investigations or due diligence reviews.
15. Contributing to a positive and collaborative team environment.
16. Adhering to the International Standards for the Professional Practice of Internal Auditing (IIA Standards) and the organization's code of ethics.
17. Perform additional tasks as assigned by the Managing Director or other reporting officers.

Qualification and Experience:
Possession of Bachelor degree / Advanced Diploma in Accounting or its equivalent with a minimum of three (3) years working experience as an Auditor. The applicant must possess CPA (T) or its equivalent.

Mode of Application:
Qualified candidates are invited to submit their applications, including:
- A cover letter detailing their suitability for the position.
- A detailed curriculum vitae (CV).
- Copies of relevant academic and professional certificates.

All applications must be sent to hr@ucc.co.tz with the subject line clearly stating the position applied for.

Application Deadline: 18ᵗʰ February 2025