



HJFMRI Africa Regional Office

Position: Internal Auditor

Location: Nairobi, Kenya

Reports to: Senior Internal Auditor

RESPONSIBILITIES

1. Under the direction of the Senior Internal Auditor, HJFMRI Africa Regional Office, assist in managing all global Internal Audit activities and compliance efforts, in accordance with the organization's strategies and objectives and professional auditing standards.
2. Assist in evaluating internal control issues affecting both program and support operations for potential risk exposures; Participate in monitoring of the control environment and identifying significant control issues.
3. Assist in developing, implementing and maintaining a risk-based audit plan to address controls necessary for achievement of HJFMRI strategic, operational and programmatic objectives.
4. Coordinate across internal teams and external resources to provide assurance of internal controls over key operational, financial management, business processes, information systems, compliance and reporting functions of HJFMRI.
5. Complete periodic reviews of HJFMRI Accounting/Finance and Procurement procedures and guidelines; develop recommendations on improving and re-defining policies and procedures to enhance internal controls, compliance and internal/external reporting.
6. Participate in conducting risk assessment reviews and periodic site visits to implementing partners to evaluate and monitor internal controls systems and assess compliance.
7. Perform internal review engagements (including planning, fieldwork, exit meetings, reporting and monitoring of recommendations), as directed by Senior Internal Auditor.
8. Provide periodic reports on internal audit activity, including summaries of observations, findings and recommendations impacting HJFMRI control environment for international operations.
9. Contribute to the development of a training program and conduct trainings to HJFMRI program and support staff and implementing partner organizations, including training on fraud risk, prevention and detection, internal controls and process improvements.
10. Continuously reinforce effective utilization of HJFMRI's core accounting, procurement and other business systems to ensure transparency and accountability in reporting workflows, internal controls and compliance.
11. Provide analytical support to external audit matters, included in-country statutory and financial audits, HJFMRI HQ annual audit, local government audits, review and inquiries.
12. Other duties as assigned by supervisor or as otherwise required to successfully manage HJFMRI's operations.



HJF MEDICAL RESEARCH INTERNATIONAL, INC.

QUALIFICATIONS:

1. University degree in Accounting from a recognized institution.
2. Professional accounting certification, such as CPA.
3. A minimum of 6 years external or internal auditing experience.
4. Must be proficient in Microsoft Excel and other Microsoft office applications.
5. Must have hands-on experience working with Accounting and other financial software.
6. Must have experience in working with NGOs and large multi-country donor-funded projects.
7. Must have thorough knowledge of audit and compliance requirements of US Government funded projects.
8. Work experience within a medical research setting is preferred.
9. Must be able to travel extensively within Africa.

COMPETENCIES:

1. Team player with high integrity, excellent communication, interpersonal, organizational and decision-making skills.
2. Strong ability to manage multiple priorities and projects; Ability to communicate effectively orally and in writing.
3. Strong attention to detail and analytical skills with ability to rapidly assess and comprehend diverse information and draw appropriate conclusions.
4. Strong client service skills and ability to establish and maintain effective working relationships within diverse and geographically disbursed teams in a fast-paced environment.

Submit **CV, Cover Letter and List of References** to nairobijobslogin@hjfmri.org Please note that incomplete applications will not be considered.