



CENTRAL BANK OF SOMALIA

Job Description	
Post Title	Audit Officer (Operations)
Duty Station	CBS Headquarter
Expected starting date	07-October-2022
Status	Permanent
Appointment Type	Full-time
Reports to	Head of Audit operations, Finance and Compliance
Supervises	None
1- Role	
<p>The internal audit officer of operations is responsible for performing and executing audit operational activities to review the quality and effectiveness of the controls within the bank and mainly focus on the key processes, procedures, system, as well as internal control which the main objective is to improve productivity and has also should target the leak of key control and processes that cause waste of resources and then recommend for improvement. The officer will be responsible for managing departments documents and audit files.</p>	
2- General Description	
<p>The Central Bank of Somali's (CBS) main objective is to promote and maintain a safe, stable, sound, efficient and competitive financial sector. Within the Central Bank of Somalia, the Internal Audit Department's (IAD) primary objective is to provide independent and objective assurance to the management and the board (audit committee) on risk management, controls, and governance by measuring and evaluating their effectiveness in achieving the CBS's agreed objectives.</p>	
3- Duties and Responsibilities	
<ul style="list-style-type: none"> • Prepares and conducts operational audits • Attend entrance and exit meetings and interviews in auditee departments to ensure timely and quality audits. 	

- Document the business processes, workflow systems, prepare flow charts and questionnaire for operational audits to ensure adequate audit coverage.
- Perform technical work, operational, and managerial audits of audit operations in accordance with accepted professional standards and best practices.
- Follow the audit procedures to accomplish objectives and address major risk exposures of the assignment within allocated resources.
- Exercise professional judgment to determine materiality of findings and adequacy and effectiveness of the audit operations.
- Prepare working papers for relevant audits conducted by the section to ensure that all audit findings are adequately supported.
- Prepare and conduct special investigations as may be assigned by Audit Management
- Develop a risk-based test plan by selecting appropriate audit approach, test procedures and sampling criteria based on professional judgment and departmentally defined internal audit methodology
- Carries out audit tests and prepare working papers in accordance with professional IIA standards evaluate the adequacy of process design and the effectiveness of controls in meeting business and control objectives. Identify and document control and process weaknesses and provide evidential support for findings
- Propose practical and value-added recommendations to address control weaknesses and/or process inefficiencies
- Any other duties that may be assigned from time to time.
- Tracking and managing delivery of team specific metrics.
- Taking notes, meeting minutes.
- Sending out questionnaires to potential clients and ensuring they are received back
- Following up any queries.
- Manage emails, letters, packages, phone calls, office memos and other forms of correspondence.
- Manages filing and keeping audit engagement files.
- Track and replace office supplies as necessary.
- Assist colleagues whenever there is an opportunity to do so.
- Coordinate meetings and functions

4- Qualifications

Education:

A minimum of a bachelor's degree in Business Administration, Financial Management majoring in accounting or a related business discipline from a recognized institution.

Master's degree in similar discipline or full professional qualifications (e.g., ACCA, CPA, CISA, CIA) is an additional advantage.

Experience:

Three (3) years in a relevant experience.

Language:

Operationally fluent in both Somali and English.

Female candidates are strongly encouraged to apply

5- Functional and Organizational Skills

- (a) Good analytical skills
- (b) Good knowledge of CAATs
- (c) Knowledge of risk management & internal control
- (d) Technical knowledge of Audit Frameworks
- (e) Good team player
- (f) Knowledge of IIA Standards
- (g) Good communication/presentation skills

Application Procedure:

Qualified national applicants with required skills are invited to submit their electronic applications and updated resumes through email; recruitment@centralbank.gov.so and copy to internal.audit@centralbank.gov.so not later Than **15th September 2022** Mogadishu midnight time.

Incomplete Applications and those received **after deadline** will not be considered. Per human resources policy of the Bank, Central Bank is equal opportunity employer and female applicants are highly encouraged to apply.

Please note Only shortlisted candidates will be contacted.