**Job Description**

| **Position Details** | |
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| **Job Title:** | Manager Audit |
| **Work Location:** | RD Head Office |
| **Division:** | Internal Audit |
| **Paterson Grade:** | D5 |
| **Last Reviewed:** | August 2025 |
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| **Job Purpose**<br>The incumbent is responsible for the overall functioning of the Internal Audit section so that the audit fulfils the purpose, role and responsibilities as established in the Audit Charter. This position reports functionally to the Board's Audit and Risk Committee and administratively to the Director General. | |
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| **Key Responsibilities** | |
| **Key Performance Areas** | **Duties and Responsibilities** |
| **Strategic Management** | • Participates in and contribute to the development of the RD, Divisional and Departmental long – term and short – term strategic direction.<br>• Collaborates and communicates divisional/sectional strategies both with internal and external stakeholders for exchange of information and implementation of initiatives<br>• Creates value – driven culture by ensuring that the core values are upheld by staff.<br>• Leads the process of developing and implementing own sectional plans to ensure alignment and coordination with the strategic direction taken by RD.<br>• Identifies and evaluates strategic risks that impact on the RD and divisional/sectional and ensure successful implementation of mitigating initiatives. |

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| **Leadership and Management** | • Maintains collaborative leadership with the division/sections towards achievement of staff engagement and motivation.<br>• Provides guidance and support to the direct reports in the implementation of RD operations in a manner that ensures achievement of the strategic goals.<br>• Advises, builds and maintains relationships with other business unit leaders to develop a clear understanding of business needs and create synergies across RD.<br>• Manages individual performance of direct reports through setting performance targets and undertaking regular assessments. |
| **Audit Plan and Compliance Monitoring and Reporting** | • Analyzes accounting recordings and reconciliation sequences related to revenue and expenditure transactional activities against policy and procedures.<br>• Evaluates the adequacy and capability of internal controls to identify deviations from guidelines and procedures.<br>• Prepares comments and opinions on observations of specific processes, procedures, controls, and systems;<br>• Manages and oversees the implementation of Audit processes to determine irregularities or non-compliance;<br>• Receives Audit and Risk Committee reports and analyses the scope and nature of the investigations;<br>• Formulates and check the validity of all audit methodologies using sample audits;<br>• Prepares comments, opinions, and conclusions in respect of the investigation and audit findings;<br>• Ensures that the status, strategy, resources, knowledge, and skills of the internal audit section are aligned and are consistent with the organization's objectives and governance policy. |
| **Manage External Service Providers (Contract** | • Manages a good and professional working relationship with all external service providers; |

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| **Administration and other stakeholder engagements)** | • Ensures the provision of proficient internal audit investigations services by service providers;<br>• Co-ordinates and manages the audit scope and plans with all service providers;<br>• Analyze, report and provide advice on financial and audit dealings of Roads Directorate;<br>• Reviews the work done and reports for quality assurance;<br>• Reviews and evaluate any audit reports and recommendations jointly with the Audit and Risk Committee advice on the corrective action to be taken where there is non-conformity |
| **Financial Management** | • Ensure that annual budget estimates for the section are prepared, reviewed, submitted for approval and included in the overall organizational budget.<br>• Monitors the expenditures in the section against the relevant budget to ensure that no excess expenditure is incurred. |
| **Performance Management** | • Manages individual performance of direct reports through setting performance targets and undertaking regular assessments. |
| **Collaboration** | • Collaborate with all divisions and sections to offer both consultancy and audit functions. |
| **Supervision** | • Ensures proper supervision of subordinate staff and further extend the supervisory advice on issues noted as high risk areas that may adversely impact the performance of the division/ section |
| **Policies, Systems and Control** | • Checks compliance to organizational policies, systems, processes and procedures and provides assurance to meeting of business needs, further advice and recommends for corrective action where non-compliance has been noted. |
| **Reporting** | • Provide monthly and quarterly reports on the implementation of strategy and divisional/departmental initiatives for accountability and performance monitoring. |

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| | • Produces reports to the Board Audit and Risk Committee quarterly or as and when required for ease of management decision<br>• Provide assurance reports through board papers and advice on the recommended action to be taken by the Committee<br>• Liaise with the Office of the Director General to continuously enforce compliance to organizational policies, standards and procedures and advise the DG on corrective action to take on non-compliance noticed |

**1. Working conditions**

- Outdoor/Indoor work
- Extended hours
- Travelling

**2. Job Specifications**

**a. Education** (*Minimum education level requirements*)

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| **Masters' Degree** | Masters in Audit or Risk Management or Management Accounting (added advantage).<br>OR |
| **Degree** | Degree in Audit or Risk Management or Management Accounting. |

**b. Experience** (*Minimum relevant/necessary experience required*)

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| **Masters' Degree** | • 3-5 years in auditing / finance or accounting field of which 2 years should be in a management position;<br>• 3 years' specific work experience in audit function<br>• Registered Chartered Accountant CA (ACCA), (SA) or Certified Internal Auditor (CIA)<br>• All relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act 2005, the Labour Act 2024 |
| **Degree** | • 5-8 years in auditing/finance or accounting field<br>• 3 years' specific work experience in audit function which must be in management role. |

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| | | • Registered Chartered Accountant CA (ACCA) or (SA) or Certified Internal Auditor (CIA);<br>• All relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act 2005, the Labour Act 2024 |

**7. Competencies**

- Agility
- Service Culture
- Innovation
- Accountable
- Change leader
- Capability builder
- Conflict resolution
- Strategic Thinker
- Business Acumen

Interested candidates are to submit the application letter with the following documents: Certified copies of Educational Certificates and Transcripts, and personal identity. Curriculum vitae is to be attached for further information about the applying candidate.

Submission should be addressed to Audit and Risk Committee.

Applications are to be submitted to this email address: **careers@rd.org.ls**

**NO HARD COPY SUBMISSIONS WILL BE ACCEPTED.**

**NB:** The closing date for the submission of applications is **12th December 2025.** No late applications will be accepted. Only those shortlisted for interviews will be contacted.