

Internal Audit Manager

In October 2017, the National Medical Supplies Agency was established by an Act of Parliament as a public service agency responsible for the procurement, warehousing, distribution and management of drugs and medical supplies in a cost-effective manner, for and on behalf of all public institutions throughout Sierra Leone. NMSA is governed by a Board of Directors. NMSA is led by the Managing Director with a team of Directors forming the senior management of the organization.

NMSA is inviting suitable Sierra Leonean professionals to apply for the Internal Audit Manager role.

Responsible to: Board of Directors; Managing Director (administration)

Supervision: 2 Audit Officers

Location: Freetown

Position type: Full Time

Contract duration: 3 years

Purpose and responsibilities of the role

Main Responsibilities of Job:

1. Risk Management

- Reviews the strategic priorities and activities of NMSA to assess and identify potential risks to the organization.
- Working with management to prioritise the risks and provide advice and guidelines to management and staff on development of risk management frameworks at different levels, including during annual planning process.
- Develop a risk matrix against which management can review performance on a quarterly basis.
- Reviews implementation of the action points in the, functional units and projects.

2. Audit Planning, Implementation & Reporting

- Prepares annual audit plan according to the risks identified using risk management framework.
- Carries out value adding and risk-based audits in all Departments/Functions and facilities at least once a year to verify adherence to NMSA policies and procedures, and laws and regulations of Sierra Leone.
- Review financial records and other reports, systems and controls maintained in all NMSA operations.
- Carries out physical verification of assets and reconciles with records maintained in the ledger and offices.
- Carries out physical checks with facilities to verify existence and effectiveness of stock management controls especially receipts from NMSA and reconcile to dispatches.
- Carries out physical verification of third-party stock and reconcile with records maintained in the warehousing system.

- Undertake investigations on frauds and irregularities at management requests and as follow up on regular audit findings.
- Act as Secretary to the Audit committee and attend all committee meetings.

3. Reporting

- Produces audit reports to auditees with recommendations aimed at strengthening the overall control environment.
- Provide quarterly audit summaries for audit committee.
- Produce bi-annual reports on financial irregularities and audit findings to Audit committee.
- Produce regular reports on major deviations on risk management to management and the Audit committee.

4. Quality Assurance

- Review and advise on stock accuracy and reporting rates throughout the supply chain
- Work with the Operations Director to develop an SOP review process to ensure continuous improvement of working practices.

5. Systems Improvements

- Follow up on management actions on audit findings, recommendations and how audit issues are concluded.
- Advises management on systems and procedures requiring improvements.
- Attend various forums in the organization in order to understand systems and methodologies well.
- Supports and monitors implementation of the Whistle Blowing Policy.
- Raises awareness of audit processes, purpose and audit findings to staff and other stakeholders.
- Visits all facilities on a rotation basis and review quality of services offered by NMSA.

6. Other

- Support NMSA team as appropriate.

Qualifications

- Chartered Accountant or Certified Internal Auditor; Degree in a financial discipline, or equivalent.
- Additional Certifications and completed training in Financial and/or Administrative Management functions is an advantage.
- International education and trainings in Financial and/or Administrative functions are an added advantage.
- Minimum four years of progressive work experience in a similar position.
- Private sector or international NGO experience is a distinct advantage.
- Strong documented experience with computerized accounting systems.
- Demonstrated ability to write sound reports.
- Project management skills.

- Demonstrated proficiency in Word, Excel and PowerPoint.

Language requirements

- Excellent command of written and spoken English.
- Fluency in local languages will be an added advantage.

Personal competencies and values

- Goal-oriented individual with proven ability to operate with minimal supervision.
- Ability to handle multiple tasks simultaneously, set priorities, and work independently.
- Strong professional judgement, integrity, and image; models NMSA's values and ethical standards.
- Ability to build and maintain strong relationships with colleagues, customers, vendors, partners, and stakeholders with a focus on impact and results.
- Well-developed interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment.
- Consistently approaches work with energy and a positive, constructive attitude; responds constructively to feedback.
- Actively pursues continual growth and learning opportunities; fosters a collaborative learning environment for others.
- Promotes the vision, mission, and strategic goals of NMSA.

NMSA is an equal opportunity employer and does not discriminate against any candidate based on their gender, religion, tribe, age or disability. To apply, submit your CV and cover letter to NMSArecruitment@gmail.com and copy job@jobsearchsl.com with the position title as the subject. The closing date for submission of applications is Friday 8th March 2019.