

# EASTERN AFRICA STANDBY FORCE (EASF) SECRETARIAT

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DATE: 25<sup>th</sup> July, 2022

The Minister of National Defence & War Veterans  
Republic of Burundi  
BUJUMBURA, BURUNDI

RE: REQUEST TO ADVERTISE FOR THE POSITION OF INTERNAL AUDITOR

Pursuant to the Decision of the 29<sup>th</sup> Ordinary Meeting of the Council of Ministers that approved the Rotation Matrix 2021-2026 (EASF/CoM/29/2021/ Decision 12), the position of Internal Auditor at the EASF Secretariat, Nairobi, Kenya is slated for the Republic of Burundi with effect from November 2022.

In view of the above, through the facilitation of the esteemed Ministry of Defence, it is kindly requested that the Republic of Burundi advertises for the position and forwards to the Secretariat at least five (5) minimum – ten (10) Maximum applications for shortlisting and subsequent interviews to be held in September 2022. The applicants should meet the following minimum requirements: -

## Key Qualifications and Experience

- Be aged between 30 – 53 years
- Master's degree in accounting, commerce or related field from a recognized University. A relevant Masters' Degree will be an added advantage.
- CPA, ACCA, CIMA or equivalent professional qualification with full membership with an internationally recognized professional auditing/accounting institution
- At least five years continuous auditing experience in a regional organization or an international professional auditing firm.
- Be a person of high integrity with no criminal record
- Be a national of the Republic of Burundi
- Be proficient in written and spoken English, knowledge of French and Arabic or other regional languages will be an added advantage

## Key Skills and Competencies

- Knowledge of International Standards of Auditing as well as the International Financial and Reporting Standards (IFRS).
- Considerable knowledge and experience in accounting, budgeting, statistical research methodologies and cost-benefit analysis, and general organizational structure, functions, and operations of a regional organization.
- Demonstrate commitment to EASF mission, vision and values
- Share knowledge and experience that would contribute to the growth of EASF.
- Provide helpful feedback and advice to others in the office in order to improve team building.
- Respect the culture, gender, religion, race and nationality of all the members of EASF.
- Ability to foster teamwork, encourage initiative and supervises staff
- Resourcefulness, sound judgment and decision making skills

Website: [www.easfcom.org](http://www.easfcom.org)

### Key Responsibilities

- a. Conduct audits to determine the accuracy of financial transactions, compliance with EASF policies and guidelines, institutional Regulations, hosting nation laws and regulations, contractual requirements, presence of internal controls and reliance on organizational structure.
- b. Conduct internal protective and constructive audits of the controls, financial records, administrative procedures and operations of EASF Structures in accordance with organizational policies and guidelines and Internal Standards of Auditing.
- c. Develop audit programs and internal control questionnaires for new assignments and revises existing programs and questionnaires and determines scope of audit coverage.
- d. Prepare audit working papers in accordance with International Auditing Standards, documentation of performance through narratives, flowcharts, manual and/or computer generated spreadsheets.
- e. Identification of factors causing deficiencies, lapses and non-compliances and providing constructive, practical and economic recommendations in audit reports.
- f. Interact with all cadres of staff during the course of audits and discuss audit results with appropriate higher level management personnel.
- g. Work closely with external auditors.
- h. Examine and inspect departmental records, accounting systems and procedures, analyzes data obtained and prepares reports of findings and recommendations
- i. Prepare annual and long-range audit plan, schedule work to meet completion dates, and estimates resource needs
- j. Devise, in conjunction with department heads, performance indicators and standards for various operations and periodically review reports to assure standards are being achieved.
- k. Evaluate the adequacy of internal accounting procedures and operating systems and controls
- l. Research and review local and international current and new legislation, policies and procedures to ensure that EASF Structures remain knowledgeable and up-to-date of its environmental factors.
- m. Assist in analyzing internal controls associated with possibilities of resource losses, thefts and security of resources and participate in questioning systems, policies, personalities and institutional structures in a move to secure their reliability in supporting the institution.

### TERMS AND CONDITIONS

This position is for a three (3) year contract renewable ONCE subject to performance appraisal in accordance with EASF Service Regulations.

It is kindly requested that, the application letters, curriculum vitae and relevant certificates, of the qualified applicants addressed to the Head of Administration and Finance be forwarded to reach the EASF Secretariat through the following email [easfcom@easbrlg.org](mailto:easfcom@easbrlg.org) or [direasfcom@gmail.com](mailto:direasfcom@gmail.com) at the earliest opportunity, and in any case, not later than 31<sup>st</sup> August, 2022.

Please, accept assurances of the highest consideration.

BRIG. GEN. GETACHEW SHIFERAW FAYISA  
DIRECTOR

c.c. Chief of National Defence Force  
Burundi National Defence Force  
BUJUMBURA, BURUNDI