

## 1. Job Background

### Job Purpose/Mission of Role

The Internal auditor is an independent, objective assurance and consulting role designed to add value a

The internal auditor's mission would be to:

- Objectively review the organisation's business processes
- Design and implement risk management procedures
- Protect against fraud and theft of the organisation's assets
- Ensure that the organisation is complying with relevant laws and statutes
- Make recommendations on how to improve internal controls and governance processes
- Identify cost centres and make recommendations on the efficiency of utilisation of AFRINIC's finan

Reports to

Board of Directors (Audit Committee) and/or the CEO

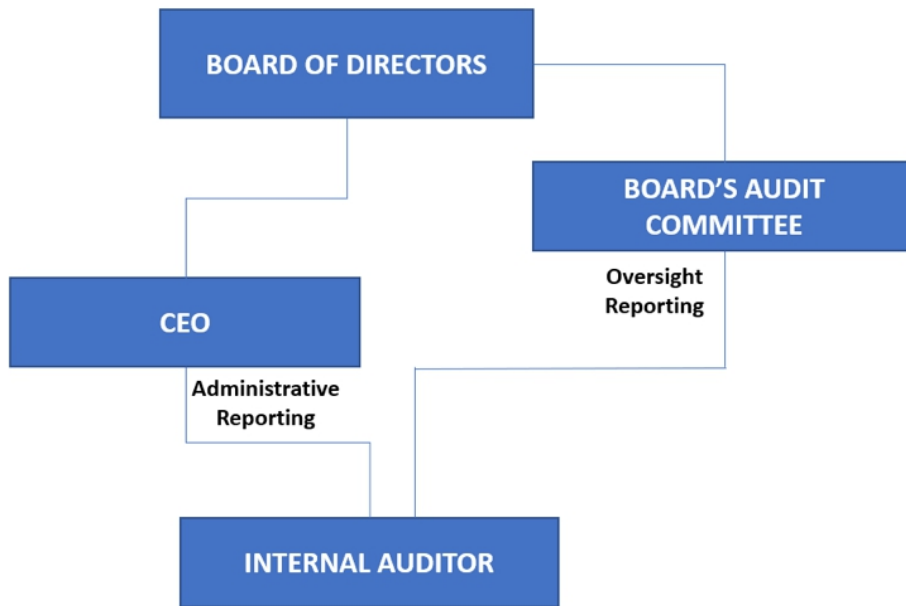
## Number of Direct Reports

N/A

## Essential Qualifications and Work Experience

- Proven working experience as Internal Auditor or Senior Auditor with proven, appropriate certification
- Ability to speak and write fluently in English (any other regional language will be an added advantage)
- ACCA qualified or Master's degree in Finance & Accounting or in relevant field
- Ability to manipulate large amounts of data and to compile and present detailed reports to management
- Proven knowledge of applicable auditing standards and procedures, laws, rules and regulations within the region
- Ability to exhibit independence, objectivity, soft skills, including the ability to explain complex topics
- Ability to guide management's decisions as may be required and applicable
- Ability to use the internal audit function to support various sections within the organisation, such as operations, HR, Finance, etc.
- Unquestioned personal integrity with strong ethics and values consistent with AFRINIC's culture
- Ability to stand firm on difficult issues when required
- Strong analytical capability
- Displays awareness of the need for confidentiality in sensitive matters
- Fully computer literate
- Enjoys working in a team environment
- Good interpersonal skills.
- Strong verbal and written skills.
- Good knowledge of working on an accounting software.

## **2. Reporting Structure:**



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### 3. Key Responsibilities

Title

Description

Weight

Perform full audit cycle from Top Management to all divisions of the company

- Perform and control the full audit cycle including:
- Risk management and control (including the identification of loopholes and recommendations on ri
- Compliance with all applicable regulations;
- Achievement or maintenance of relevant standards and certifications;
- Asset management;
- Human resources;
- Information Technology; and
- Projects and programs.
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- Develop and follow annual plans for conducting audit activities for approval by the Board of Directors

50%

#### Reporting, Recommendations and Advice

- Evaluate internal procedures, recommend improvements, and report to the Board of Directors;
- Act as an objective source of independent advice, to ensure validity and adequacy of goal achievement;
- Prepare and present progress and annual reports that reflect audit findings mitigation plans; and
- Submit reports of findings to Management and the Board of Directors

25%

#### Risk Management and the efficient use of AFRINIC's resources

- Identify loopholes and recommend risk aversion measures;
- Develop risk management controls and contingency plans
- Evaluate cost centres within the organisation and recommend on the efficient use of AFRINIC's resources

20%

#### General Responsibilities

- Engage in continuous knowledge development regarding sector rules, regulations, best practices,
- Ensure that all processes are clearly documented as per ISO 9001 standards
- Perform other ancillary duties as required and assigned by the Board of Directors and/or the CEO

5%

## **4. Competencies**

### Technical

- Ability to effectively lead projects /services organised around a complex array of programs with the
- Ability to find ways to enhance operating efficiency and effectiveness through results and an analy
- Understanding of the nomenclature, the ecosystem and the operating culture of the Internet espec
- Good understanding of the statutory requirements of the Mauritian Legislations, and ability to main
- Good understanding of International Accounting Standards and Financial Reporting Standards.
- Understanding of human resources functions.
- Analytic and decisive decision maker with the ability to prioritise and communicate to staff key obje
- Knowledge of Microsoft Office Tools and Applications
- Knowledge of Sage Pastel
- Knowledge of the functioning of Accounting Softwares

### Behavioural

- AFRINIC's Behavioural Competencies as applicable to managers and as revised from time to time

## **5. Applications**

If you wish to apply for this position, please send a letter of motivation accompanied by your CV, both in English, by email to [jobs.auditor@afritic.net](mailto:jobs.auditor@afritic.net) , putting as email subject title the job reference;

- **afjob-IA-20181005**
- **APPLICATION DEADLINE: 21<sup>st</sup> November 2018**
- **Start date: As soon as possible**

Interviews will be held at AFRINIC office in Ebène or telephone interviews will be conducted for candidates outside Mauritius. AFRINIC reserves the right to call only the best-qualified candidates for an interview and not to make any appointment following this advertisement.