

Job Title-Grade:	Internal Audit Manager/Customs
Department-Unit-Section:	Internal Audit Department
Reports to:	Assistant Commissioner, Core Service
Supervises:	Senior Officers; and Other Staff.
Overall Objective:	To contribute to the provision of independent Internal Audit Services to the Customs Department LRA.
Main Responsibilities:	<ol style="list-style-type: none"> 1. Responsible for participating in the formulation and implementation of the strategic goals and policies of the section. 2. Responsible for managing and overseeing the operations of the section. 3. Responsible for the professional and career development of staff supervised.
Main Tasks:	<p>R1: Responsible for participating in the formulation and implementation of the strategic goals and policies of the section.</p> <ol style="list-style-type: none"> 1. Assists in the Preparation of the division’s risk-based operational plan. 2. Coordinates with Assistant Commissioner and assigned the audit team to develop and implement audit programs that commensurate with audit engagement objectives. 3. Directly supervises the planning and execution of audits and other engagements to ensure they are done in accordance with IIA professional auditing standards, IAA audit manual and IAD’s policies and procedures. 4. Reviews staff work and ensures that the work meets professional standards, industry practices, and IAD’s guidelines. 5. Organises task and completes assignments within agreed budgeted staff days and deadlines. <p>R2: Responsible for managing and overseeing the operations of the section.</p> <ol style="list-style-type: none"> 1. Forecasting by financial and manpower resources required to carry out the business plans of the section.

2. Adjusting the business plan when the budget is approved in consultation with relevant stakeholders.
3. Monitoring budgetary expenditures, financial, and manpower resources and making adjustment to plans.
4. Ensuring that financial, non-financial and manpower resources (Petty cash, assets, staff time) are used exclusively for the LRA activities

R3. Responsible for the professional and career development of staff supervised.

1. Ensuring that annual performance of objectives based on business plan are prepared and performance updated on a scheduled basis.
2. Reviewing reports on results to meet the objectives and taking corrective action as required
3. Ensuring maximum and efficient utilization of office time and resources.
4. Managing office time to ensure productivity.

Competencies:	Title of Competence	Proficiency Level		
		Required	Acquired	Variance
	Customs Legislations & procedures	3		
	Tax Legislations & procedures	1		
	LRA Core Function Knowledge	4		
	ASYCUDA	4		
	Audit Manuel	4		
	Risk Management	4		
	PFM Law & Regulations	4		
	Financial Reporting Standards	4		
	Resource (Time & People Management)	3		
	Team Oriented	3		

	Coaching & Mentoring	4		
	Work Planning	3		
	Analytical Thinking	3		
	IT Fundamentals	3		
	Communication (Oral & Written)	3		
Qualifications:	A Bachelor Degree in Accounting, Business Administration, Public Administration, or related field.			
Work Environment:	Work Conditions: Office Work; Intellectual Effort; Periodic Trekking; Possibility of working beyond normal working days and hours.			
Approval Date:	April 1, 2017			