



NATIONAL DRUG SERVICE ORGANIZATION

GENERAL DOCUMENT

DOCUMENT TITLE	Template for Advertisement of a Position		
DOCUMENT IDENTIFICATION NUMBER	L4-GEN-HRD-72	REVISION NUMBER	01
EFFECTIVE DATE	15 September 2022		
NEXT REVIEW DATE	15 September 2024		



NATIONAL DRUG SERVICE ORGANISATION

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ADVERTISEMENT

Applications are invited from suitably qualified and interested individuals to apply for the following position at National Drug Service Organisation (NDSO).

Position	Internal Audit Manager
Reports to	Administratively to General Manager
	Functionally to NDSC
Required Minimum Qualifications:	<ul style="list-style-type: none"> Professional qualification (e.g. ACCA, CA) from a recognized institution and membership of recognized Professional Institute; Professional Certification in Auditing; Must also be a Certified Internal Auditor and membership to a recognized institute / association of internal auditors is desirable.
Required Minimum Experience:	<ul style="list-style-type: none"> At least 5 years audit experience post-qualification with proven knowledge in the development of a strong control environment and/or a risk assessment background. Experience in conducting or supervising all types of audits (operational, performance, financial and IT)2 in a distribution firm.
Specialised Knowledge	<ul style="list-style-type: none"> Knowledge in Auditing standards, techniques, activities, and processes; Knowledge in Risk management and risk assessment; Knowledge in accounting and financial rules, laws, standards, and practices; Knowledge in Fraud investigation and detection criteria and strategies; Proficient in the use of computers and computer software relevant to the position.

1. Purpose of the job

Accountable to the National Drug Service Committee (NDSC) to provide objective and independent assurance on the adequacy and effectiveness of the Organisation's systems of internal controls, risk management, fraud risk management and corporate governance as well as provide management with constructive , cost effective recommendations to improve operations.

3. Key Performance Areas



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- 3.1 Plan, coordinate, manage and direct the Internal Audit Function at NDSO;
- 3.2 Formulate the Internal Audit Universe;
- 3.3 Develop the Annual risk based internal audit plan;
- 3.4 Plan and execute internal audit, special investigations, inspection, monitoring and evaluation of the adequacy and effectiveness of the internal control, financial management, accounting, administrative, data quality, computing and other operational activities of the NDSO;
- 3.5 Adopt a systematic and disciplined approach to evaluate and improve risk management, internal control systems and administrative processes compliant with relevant statutes, directives, guidelines, policies and governance standards;
- 3.6 Provide the NDSC with an independent and objective assurance regarding good corporate governance;
- 3.7 Quality review of the work of junior staff in including audit planning, field work, reporting and documentation;
- 3.8 Manage the efforts and performance of the internal audit team;
- 3.9 Perform adhoc consulting assignments.

Interested candidates must deliver, post or email their application letter, CV and attach certified copies of Educational certificates to NDSO not later than the closing date on the following contacts:

Human Resources Manager
NDSO
P. O. Box 1167
Mafeteng 900

Email: hr@ndso.org.ls

Applications received after the closing date will not be considered. Only shortlisted applicants will be contacted. NDSO reserves the right to leave the position unfilled if it considers the recruitment process not yielding expected results. Selection of candidates is subject to processes which NDSO will consider suitable for the position. Please note that this is a summarised version of the duties and specifications required for the position. A detailed version can be retrieved from NDSO website at www.ndso.org.ls

The closing date for applications is Friday 01st December 2023 at 16H30.