



## **INTERNAL JOB ADVERT - INTERNAL AUDIT ASSISTANT**

**Job Title:** Internal Audit Assistant

**Reports to:** Internal Audit Manager

**Organization:** ADRA Uganda

### **Job Objective**

To perform professional internal auditing by assisting in and conducting risk-based assurance, consulting, and investigative engagements. The role focuses on providing independent, objective assurance that adds value and improves ADRA 's operations.

The Internal Audit Assistant maintains the highest organizational and professional ethical standards, executing all work in strict compliance with the IIA's Global Internal Audit Standards and Code of Ethics. This position requires absolute confidentiality and exceptional reliability, operating under limited supervision with moderate latitude for initiative and independent judgment.

### **Duties and Responsibilities**

1. **Risk Assessment & Audit Planning:** Assist in identifying and evaluating ADRA 's operational, financial, and strategic audit risk areas; provide meaningful input to the development of the risk-based annual internal audit plan.
2. **Risk Management System Oversight:** Oversee the regular updates and maintenance of ADRA's risk management systems, tools, and registers. Coordinate and facilitate risk management training sessions across various business units to embed a strong risk culture.
3. **Audit Execution:** Perform audit procedures, including mapping client processes, defining test criteria, and verifying internal controls across various departments.
4. **Evidence Gathering & Analysis:** Systematically gather, review, and analyze objective, verifiable evidence. Conduct interviews, review official documentation, develop and administer surveys, and meticulously analyze data.

5. **Investigations Support:** Assist in conducting special investigations, forensic reviews, and ad-hoc fraud assessments. Responsibilities include gathering, preserving, and documenting credible evidence while maintaining a strict chain of custody and maximum discretion.
6. **Working Papers:** Prepare clear, high-quality, and structurally sound audit working papers that fully support audit findings and conclusions, ensuring they meet supervisory standards for timely submission.
7. **Reporting & Recommendations:** Identify root causes of control gaps and develop realistic, value-adding recommendations for operational improvement using independent professional judgment. Assist in communicating these results via written reports and oral presentations to the Internal Audit Manager.
8. **Relationship Management:** Build and maintain productive, professional, and team-oriented relationships with stakeholders and business units through clear, transparent communication.
9. **Professional Development:** Pursue continuous learning and professional development opportunities (including external and internal training and professional association memberships), sharing insights with co-workers.
10. **Ad-hoc Tasks:** Represent the internal audit function on project teams or management meetings as directed, and perform related work as assigned by audit management.

### Core Competencies

1. **Reliability & Trustworthiness:** A core requirement of proven ability to take absolute ownership of responsibilities, honor commitments, and execute tasks thoroughly with high dependability.
2. **Absolute Confidentiality:** A core requirement. Exceptional discretion and integrity; a strict commitment to safeguarding sensitive, proprietary, or investigative data from unauthorized disclosure.
3. **Judgment & Analytical Thinking:** Ability to recognize key underlying issues, evaluate conflicting evidence, and form objective, realistic conclusions.
4. **Communication:** Strong command of written and spoken English, with a proven ability to write clear, concise audit points and deliver articulate verbal briefings.
5. **Knowledge of Global Internal Audit Standards:** Practical understanding and application of the IIA's Global Internal Audit Standards, the Code of Ethics, and contemporary risk management frameworks.

6. **Teamwork & Conflict Resolution:** Ability to work collaboratively within a diverse team and maintain harmonious relationships with auditees, even during challenging conversations.
7. **Technological & Data Awareness:** Proficiency in modern office automation tools, data analysis software, risk management platforms, and electronic working paper systems.

### **Key Performance Indicators (KPIs)**

1. ***Audit Quality & Timeliness:***

Timely submission of clean, high-quality, and fully referenced audit working papers and reports to the Internal Audit Manager.

2. ***Standards Compliance:***

100% adherence to the IIA Global Internal Audit Standards, the Code of Ethics (Integrity, Objectivity, Confidentiality, Competency, and Professional Courage), and ADRA's organizational policies.

3. ***Risk System & Training Delivery:***

Timely, accurate updates to the risk management system and successful execution of planned risk management training sessions.

4. ***Evidence Integrity:***

Accuracy, relevance, and sufficiency of evidence gathered during regular audits and special investigations.

5. ***Reliability & Resource Efficiency:***

Demonstration of high reliability in meeting project deadlines and managing assigned audit hours and resources efficiently.

6. ***Confidentiality Safeguards***

Zero instances of unauthorized information leaks or breaches of sensitive operational, financial, or investigative data.

7. ***Value Addition:***

Demonstration of value addition through creativity, innovativeness, and continuous learning that enriches ADRA Uganda's control environment.

**How to Apply:** All qualifying candidates within ADRA Uganda should send their applications to;

Email: [recruitment@adraiganda.org](mailto:recruitment@adraiganda.org)

Applicants must submit the following documents:

1. A cover letter clearly stating interest in the position.
2. Curriculum Vitae (CV).
3. Copies of academic certificates and transcripts.

All documents should be **combined into one PDF file**, not exceeding **12 pages**, and labeled with the applicant's name.

The **email subject line must clearly state: "Applicant's Name - Internal Audit Assistant."**

**Application Deadline Monday, 25<sup>th</sup> May 2026 at 5:00 PM (EAT).** Only shortlisted candidates will be contacted.