CALL FOR APPLICATIONS FOR THE POSITION OF JUNIOR INTERNAL AUDITOR AT THE ACMS HEADQUARTERS IN YAOUNDE

Background and rationale

The Cameroon Association for Social Marketing (ACMS) is seeking to recruit a Junior Internal Auditor (M/F) at the ACMS Headquarters in Yaounde.

The successful candidate will have as main function to assist in the organization and coordination of the platform's internal audit activity.

He/she will be responsible for evaluating the existing procedures and policies and making relevant recommendations for their improvement; assist in the operational implementation of the platform's audit plan; assist in developing and ensuring a good coordination of ACMS's internal and external audit activities and a systematic monitoring of risks.

He/she will monitor the implementation of internal and external audit recommendations.

ACMS is a network member of Population Services International (PSI). PSI is a globally-renowned health organization with programs targeting malaria, child survival, HIV and reproductive health.

Duty station: Yaounde
Type of contract: 2 (two) years fixed-term (CDD) with open-ended (CDI) renewal option
Date of assumption of duty: October 2018
Position level: 9th category, level A of tertiary sector II of the National Collective Agreement on Trade

Job Description

Under the supervision of the Senior Internal Auditor, the Junior Internal Auditor will have the following responsibilities:

- Assist the Senior Internal Auditor in carrying out audit assignments in accordance with the annual audit program;
- For each mission, carry out tests and document them according to defined worksheets;
- Evaluate policies and procedures and make recommendations for improvement;
- Identify control weaknesses and areas of actual or potential non-compliance in accordance with PSI and donor requirements;
- Monitor the implementation of internal and external audit recommendations and Board resolutions;
- Assist the audit team in the conduct of inquiries and investigations into alleged fraud in accordance with PSI guidelines and in collaboration with GIA (Global Internal Audit);
- Support management in promoting ethics and integrity;
- Provide support to PSI within the framework of capacity building and audits of other PSI platforms;
- Assist in the coordination of internal audit evaluations conducted by PSI's Global Internal Audit team;
- Assist the Senior Internal Auditor in managing relations with external auditors and the internal control team;
- Monitor the financial performance and management control indicators of the institution;
- Ensure the independent control of stock inventories and assets of the institution;
- Perform all other duties related to his/her activities as assigned by hierarchy;

Qualifications and professional experience required

- Be of Cameroonian nationality or be authorized to work in Cameroon;
- Hold at least a Bacc + 4/5 (GCE A-Level +4/5) diploma in Accounting-Management-Audit / Finance, or any other academic diploma recognized as equivalent;
- Have at least 2 (two) years of proven professional audit experiences in an international non-governmental organization or private company; Experience in auditing donor projects would be an asset;
- Have knowledge and experience of international NGO systems;
- Be familiar with donor procedures such as: USAID, Global Fund, EU and KFW;
- Language: be fluent in French and/or English and have sufficient mastery of the other language; good writing skills.
- Key competencies required: have in-depth knowledge of the IIA's International Reference Framework for Professional Practice in Internal Auditing and good knowledge of Accounting and Finance; have analytical skills and a great attention to detail; be able to communicate effectively; be able to bring about change/innovation; be proactive; have results-based management, negotiation, planning and organizational skills.
Additional skills required:
- Have good public relations skills;
- Be honest and demonstrate commitment and ability to work in harmony with people of diverse backgrounds and cultures;
- Be able to demonstrate skills in the management of human relations, communication and individual development;
- Have analytical and strategic thinking abilities and results-based management skills;
- Have a structured mind and good aptitudes in oral and written expression;
- Be willing to work under heavy time pressure and be self-questioning.

Application file:
1. A motivation letter addressed to the Executive Director of ACMS;
2. A curriculum vitae (CV) following the form available for this purpose on the website: http: www.acms-cm.org;
3. A photocopy of the required diploma;
4. A photocopy of the valid National Identity Card or any other authorized identification document;
5. A certificate of non-conviction not more than three months old;
6. Photocopies of documents justifying the candidate's experience (Attestations of internship and employment, work certificate and/or any other document relating thereto);

Submission of files
The complete files should be submitted in an anonymous envelop with the mention: "Application for the position of Junior Internal Auditor at the ACMS Headquarters in Yaounde"

1. At ACMS headquarters in Yaounde located at Dragages in the Mbella II neighborhood. Tel/Fax: 222 20 92 24
2. At the Regional Office in Garoua located in the Marouaré neighborhood, behind the great mosque of Poumpouré, Tel: 222 27 20 02
3. At the Maroua Liaison Office located in the Dougo'f neighborhood, Tel: 656 23 93 04 / 656 20 03 12
4. At the Ngaoundere Liaison Office located in the Administrative neighborhood, Tel: 690 12 46 66 / 694 53 54 03
5. At the Regional Office in Douala located in the Ndogbati neighborhood (Carrefour Agip) next to Maison du cycle, Tel: 333 -41 -11 -12
6. At the Regional Office in Bamenda located at COW STREET-NKWEN Tel: 333 36 20 79.

NB: Deadline for submission of files: Friday, 17th August 2018

Female applications are strongly encouraged and only shortlisted candidates will be contacted.

ACMS reserves the right to recruit at a lower level or on the basis of a modified job profile.

Yaounde, 18th July 2018

The Executive Director

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