



## Career with BRAC International

BRAC is an award-winning international non-governmental development organisation, with the vision of a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programmes to assist poor and disadvantaged communities in low-income countries, including in conflict-prone and post-disaster settings. It is an organisation of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organisation committed to highlighting innovation, impact and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first programme outside of Bangladesh in Afghanistan in 2002, and has since reached millions of people in 11 countries in Asia and Africa. BRAC has a holistic approach to development that uses a wide array of programmes and social enterprises, including in microfinance, education, health, agriculture, gender and human rights. BRAC believes that every person has inherent potential, and when an enabling environment is created and that potential is unleashed, even the poorest can become agents of positive change in their own lives, for their families and their communities.

**BRAC Maendeleo Tanzania** is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood

## About the Programme

The MasterCard Foundation in partnership with BRAC International (BI) is implementing an initiative that will create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5 million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches will be delivered in communities to foster the agency and voice of AGYW. They will have the opportunity to fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.

BRAC International is implementing an integrated and holistic model to address the various life cycles of a young woman living in poverty, ensuring she is able to transition safely from adolescence to adulthood. She will be equipped with the appropriate skills, tools, and access to finance to effectively exercise her agency and build a fulfilling and productive livelihood.

BRAC International is seeking applications from competent, dynamic and self-motivated individuals to fill the following position in **BRAC Maendeleo Tanzania**.

## **Position: Senior Audit Officer (1)**

### **Job Location: Mbeya Region.**

Purpose of this job:

To support the Mission of Internal Audit function in the Organization. That is enhancing and protect organizational value by providing risk-based and objective assurance, advice and insights.

### **Responsibilities**

- Assist in the preparation of the project audit annual plan in coordination with the Internal Audit Manager and contribute to its successful implementation.
- Conduct risk-based audits in regional offices and field locations in line with the approved audit plan.
- Submit timely Audit reports to the Internal Audit Manager on progress and field observations
- Participate in special assignments such as investigations, reviews, and spot checks response to identified risks or requests from management.
- Document, evaluate and test systems and controls to determine their adequacy and effectiveness, ensuring compliance with policies and procedures, reliability and integrity of information, and safeguarding of assets.
- Conduct entry and exit meetings with auditees and management to discuss the audit process including planning, execution, and conclusion—as well as to present and agree on audit observations, root causes, recommendations, and corrective action plans with clear timelines and responsible personnel.
- Prepare comprehensive and clear audit working papers, observations, and draft reports.
- Prepare and submit periodic (monthly/quarterly) summary reports of audit progress, key issues identified, and audit recommendations to the Internal Audit Manager.
- To discuss with Head of Internal Audit and Internal Audit Manager the major risks or audit findings identified during the course of audit.
- To carry out annual physical asset and inventory verifications in all offices.
- To attend and participate actively in the training organized by the Internal Audit Department
- Undertake any other tasks assigned by the Internal Audit Manager or Head of Internal Audit that contribute to the objectives of the audit function.
- Perform any other tasks assigned by the Audit Manager.

### **Safeguarding Job Responsibilities**

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so

- Understand, implement, and promote BRAC's safeguarding policies and standards.
- Ensure all audit activities reflect safeguarding considerations.

### **Required Experience.**

- Relevant Experience with at least 3 years in internal auditing, preferably within donor-funded or NGO environments.
- Professional Certifications, i.e., CIA/CPA/ACCA will be an added advantage.

### **Skills And Competencies**

- Holder of a bachelor's degree in the field of Accounting, Commerce, Auditing, Finance, Risk, Compliance, Project management or related discipline from a recognized University/Institution.
- Proven knowledge of auditing standards and procedures, laws, rules and regulations
- Proven knowledge of donor-funded projects and compliance requirement
- High attention to detail and excellent analytical skills
- Sound independent judgement and high level of confidence and integrity
- Computer literate with advanced level knowledge of Microsoft Applications (Excel, Word, and PowerPoint)
- Ability to manipulate large amounts of data and compile detailed reports.
- Excellent understanding of internal control system and knowledge of risk-based approach to internal auditing
- Excellent communication, writing and presentation skills with the ability to produce original well-composed reports.

**Employment Type:** Contractual

**Salary:** Negotiable

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If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

**Candidate** needs to email their CV with a letter of interest mentioning educational grades, years of experience, current and expected salary at: [bimcf.tanzania@brac.or.tz](mailto:bimcf.tanzania@brac.or.tz)

**Please mention the name of the position in the subject bar.**

**Only complete applications will be accepted and shortlisted candidates will be contacted.**

**Application deadline: 22<sup>nd</sup> June, 2025**

*BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System. BRAC is an equal opportunities employer*