



OPEN POSITION

The Lutheran World Federation (LWF) Uganda is part of the Lutheran World Federation Department for World Service (LWF-DWS), an international humanitarian and development agency. LWF World Service partners include Lutheran Churches and their related agencies, the European Commission (ECHO), the US Government (PRM) and UNHCR, IOM, UNICEF among others, with whom LWF World Service is a key implementing partner. For more information about LWF World Service, please check; <https://www.lutheranworld.org>

LWF-Uganda currently supports Congolese and South-Sudanese refugees living in settlements in the districts of Kamwenge, Adjumani, Moyo and Lamwo respectively with access to safe water, sanitation and hygiene services, community services, protection, psychosocial support, livelihoods and environmental conservation.

The LWF Uganda is looking for mature, qualified and experienced person for the following position:

Job Title: Internal Audit Assistants (2)
Place of Assignment: Kampala Head Office
Reports to: Senior Internal Auditor

Duties and responsibilities

- Verify and/or review Payment Vouchers (PVs) to ensure that they have genuine supporting documents like distribution lists, contracts and other required process-documents
- Evaluate the adequacy and effectiveness of internal controls in meeting control objectives and Identify and document control and process weaknesses and provide evidential support for findings
- Propose practical and value-added recommendations to address control weaknesses and/or process inefficiencies
- Follow up and confirm if procurements are conducted as per the policies and procedures
- Review Project Implementation documents/reports and countercheck to confirm if projects are implemented as agreed between Donors and LWF Uganda
- Conduct audit and/or investigations alone or with other internal audit staffs accordingly
- Conduct Risk Assessment to confirm how well the risk assessment and management, the internal audit controls and governance management processes are working
- Assist in the preparation of a concise and informative audit reports to effectively communicate the findings and recommendations to the Senior Internal Auditor
- Supports external auditors by coordinating information requirements
- Any other duty that might be assigned by the Senior Internal Auditor, and or the Country Representative.

Required Qualifications, Skills and Experience:

- Bachelor's Degree in Accounting, Finance, Auditing, Quantitative Economics, Business Statistics or Business Computing from a recognized institution
- Strong analytical skills with keen interest in details
- Good Interpersonal and Communication Skills
- Self-motivated with ability to work on his/her own with minimum supervision
- Strong IT skills and good knowledge of all MS Office applications especially Excel, Word, Internet, etc
- At least 1-year experience in auditing in a reputable organization
- The person should be 25 – 29 years old.

Application Procedure:

Candidates who are interested in the above job should submit an updated CV and Application letter giving a day time telephone contact and email addresses of 3 (three) work related referees only through our recruitment email recruitment@lwf.or.ug clearly indicating the job title in the email subject. **do not include certificates for education, trainings, etc.**

Hand delivered applications can also be sent to our Offices in Kampala. Please indicate the position you have applied for on the top of the parcel addressed to:

**The Human Resource Manager
Lutheran World Federation
Plot 1401, Ggaba, Road next to Quality Hill
P. O. Box 5827 Kampala, Uganda.**

Deadline for receiving application is Monday 8, October 2018 by 5:00pm