



Ambasáid na hÉireann
Embassy of Ireland
Lilongwe

Vacancy for Audit and Risk Specialist

The Embassy of Ireland manages all aspects of Ireland's bilateral relationship with Malawi including political, trade, and consular support, as well as the delivery of the Irish Aid programme of development cooperation which amounts to €73.5 million (2016-2020).

As a key member of the Global Internal Audit Function of the Department of Foreign Affairs and Trade, the Audit and Risk Specialist will be based at the Embassy of Ireland Lilongwe, with a dual reporting line to the Ambassador to Malawi and to the Director of Evaluation and Audit at the Department's headquarters in Ireland. The Audit and Risk Specialist will provide independent and objective audit assurance and advice on the effectiveness of the Embassy's systems of governance, risk management and internal control. The Specialist will be expected to contribute to the development and implementation of audit policy and practice.

Specifically duties will include:

- Develop and implement an annual audit work plan, using a risk based approach, which provides assurance to management on the effectiveness of systems of governance, risk management and internal control
- Provide technical input and advice to the Embassy Management team regarding effective management of risk, accountability, incidences of fraud and value for money.
- Ensure that work adheres to the International Standards for the Professional Practice of Internal Auditing
- Maintain regular and effective engagement with other members of the Department's Internal Audit function both at headquarters and in other embassies
- Maintain effective working relationships with external auditors, the Office of the Auditor General in Malawi, and with other donor organisations and relevant working groups
- Providing regular updates on audit and risk issues to the Ambassador and headquarters.

The role will require undertaking and/or commissioning specific audit and value-for-money assignments and special investigations as required. The role will also involve travel both within and outside Malawi as deemed necessary but will mainly be based in Lilongwe.

Qualifications, Skills, Experience and Competencies Required

- An internationally recognised accounting qualification – for example, CIMA or ACCA – is essential
- An internationally recognised professional qualification in internal audit would be an advantage
- A minimum of 4 years post-qualification experience.
- Senior level experience in an audit/finance role with an international development organisation would be an advantage.
- A very high level of personal integrity
- Detailed knowledge and understanding of public financial management systems
- Excellent computer skills in a range of accounting packages to interrogate systems and produce information and reports
- Demonstrated proficiency in the analysis, management and synthesis of varied quantitative and qualitative data.
- Excellent written and verbal skills in English.
- Good interpersonal skills, including negotiation skills, to work with senior members of staff at the Embassy as well as with partners on audit issues

The Job Description and Application Form for this position are available by emailing lilongweapplications@dfa.ie or can be collected at the **Embassy of Ireland, Third Floor, Arwa House, City Centre, Lilongwe 3.**

Completed Application Forms may be sent by e-mail to lilongweapplications@dfa.ie or delivered by hand.

Applications must be received before **16:30 hrs Wednesday 2nd May 2018.**

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to: Embassy of Ireland, Third Floor, Arwa House, City Centre, Lilongwe 3.

Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts: <https://www.dfa.ie/about-us/compliance/compliance-and-customer-services/>

Please note that only short listed applicants will be contacted.

***Canvassing will lead to disqualification.
The Embassy of Ireland is committed to a Policy of Equal Opportunity and female candidates are particularly encouraged to apply.***