



# **UGANDA RAILWAYS CORPORATION**

## **JOB ADVERTISEMENT FOR HEAD INTERNAL AUDIT**

Uganda Railways Corporation (URC) is a corporate body established by the URC Act, Cap—331 Laws of Uganda. The mandate of the Corporation is to construct, operate, and maintain Railway, Marine, and Road services both inside and outside Uganda for the carriage of passengers and goods.

### **Head Internal Audit**

#### **JOB PURPOSE**

The Head of Internal Audit is responsible for the preparation and implementation of a risk-based audit plan and to provide reasonable assurance to both the Senior Management and the Board of Directors on the adequacy of key internal systems and controls of Uganda Railways Corporation (URC).

#### **KEY DUTIES AND RESPONSIBILITIES**

- Develop the annual risk based-audit plan and ensure both an efficient and effective execution of the audit plan, consistent with URC's strategic objectives.
- Oversee the execution of individual audits defined in the audit plan ensuring the highest level of service quality and client satisfaction.
- Prepare timely audit reports on the results of audit work/engagements in line with the audit plan and standards.
- Meet regularly with the Board Audit Committee to report the status of Internal Audit's ongoing monitoring activities, update the committee on emerging risks and/or exposures

(whether internal or external to the company) that should be considered with respect to risk management and internal control best practices.

- Lead and/or support the investigation process for all cases of misdemeanors, misconduct, and gross misconduct by staff and provide a comprehensive report to inform the disciplinary management proceedings and management decision
- Proactively inform senior management of significant risks or exposures related to internal controls, compliance, and/or governance requiring prompt attention. Manage the process to track, follow up, and ultimately close all open audit issues.
- Oversee Internal Audit's participation in critical business and technology initiatives and projects ensuring that audit's perspective is effectively voiced and appropriate controls are designed and implemented on a proactive basis
- Develop, coordinate and oversee the Internal Audit's Quality Assurance and Improvement Program
- Review and update as necessary and if required, the internal audit manual and supervise its implementation.
- Periodically assess the effectiveness of internal controls, risk management, and governance processes and; guide on areas for improvement.
- Provide the URC's Management, whenever necessary, with the relevant specialist, expert, and technical advice where an audit mind may be required.
- Develop a team of staff in the department to effectively deliver the departmental mandate.
- Carry out performance appraisals for the staff in the department
- Perform any other duties as may, from time to time, be assigned by the relevant authority

## **QUALIFICATIONS**

- The applicant must hold an Honours Bachelor's degree in any of the following disciplines; Commerce, Business Administration, Accounting, Banking, Finance or the equivalent in the relevant field, from a recognized University/Institution.
- Full Accountancy and Internal Auditing professional qualification, such as ACCA, CPA, CIA, or CISA, is a must.
- Must be a Member of the Institute of Certified Public Accountants of Uganda (ICPAU)

## **EXPERIENCE AND COMPETENCIES**

- Relevant working experience of 8 years; at least 5 of which must be at a level of or equivalent to Internal Audit Manager, or in a similar Management position, in a large and reputable public or private sector organization.
- Excellent knowledge of the standards of the International Professional Practices Framework as issued by the Institute of Internal Auditors is essential.
- Proficiency in the application of Audit-related Software and MS Office packages and related packages is essential.
- Knowledge of any aviation accounting/audit Software system shall be an added advantage.
- Experience in working with airlines, as well as with other regional and international public, or private sector organizations shall be an added advantage.
- High level of maturity, ethics, and integrity with a clean track record
- Proven managerial, negotiation, and communication skills.
- Proven corporate planning knowledge and skills.
- Results-oriented.
- Proven presentation and reporting abilities.
- Interpersonal, human relations, and team management

## **APPLICATION PROCEDURE**

All qualified candidates should submit their applications together with their certified copies of relevant academic certificates, curriculum vitae, copies of valid Ugandan National Identity card, list of three (3) referees (on character and professional experience) with their names; details of contact numbers, physical addresses, and email addresses in hard or soft copies to the addresses below not later than, 15<sup>th</sup> November 2024 16: 00 Hours

**The Managing Director, Uganda Railways Corporation. Plot 57  
Nasser Rd, Kampala.**

Email: [info@urc.go.ug](mailto:info@urc.go.ug).

### **NOTE**

- Uganda Railways Corporation is an Equal Opportunity Employer and is committed to diversity and gender equality.
- Any canvassing or interference with the selection process by any candidate or a third party connected/affiliated with the applicant will result in the immediate disqualification of the applicant
- Only shortlisted candidates will be contacted.