

BoMRA VACANCIES



The Botswana Medicines Regulatory Authority (BoMRA) is an organisation set up under the Medicines and Related Substances Act (MRSA) of 2013 and was established by the Botswana Government to regulate the supply chain of medicines and related substances, cosmetics and medical devices in order to ensure their quality, safety and efficacy. The Authority is looking for Talent to occupy the following positions and become a part of a vibrant High performing team.

INTERNAL AUDIT MANAGER

Reports To: Ceo, Chairman Of Finance, Audit And Risk Committee

Responsible For:

Review of the accounting system and internal controls in dealing with risk assessment and mitigation

Resources: Office equipment, annual budget for the function and any staff reporting to them.

JOB PURPOSE

The Internal Audit Manager will provide independent and objective advisory services to the Finance, Audit and Risk Committee to support the organization manage risk, strengthen internal controls and compliance.

MAIN DUTIES

Contribute to the Authority's strategic initiatives to accomplish organisation objectives through an effective and efficient audit system.

Manage the development and implementation of an effective compliance and internal audit infrastructure including internal control design, resources, policies and procedures.

Ensure operational effectiveness of the audit function and offer technical guidance to the Authority and management team on audit matters.

Ensure that any concerns regarding audit function are thoroughly followed up, reported on and concluded satisfactorily.

Ensure that audit reports and audit working papers are prepared, supported with sufficient evidence, approved and shared out with all relevant parties for reference and/or guiding decision making.

Advise management to act in response to audit reviews ensuring effective follow up and validate remedial actions prior to closing of outstanding issues.

Ensures that all audit plans and reports meet auditing standards and the Finance, Audit and Risk Committee's expectations.

If applicable manage, motivate and coach employees in the audit function and manage their performance through regular communication and timely feedback, annual performance appraisal and making provision for appropriate training and development options.

Ensure that the organisation adheres to the risk management policies, corporate governance and compliance procedures. Continually monitors the internal and external environment for changes in the risk profile and recommend strategies to ensure that MRA maintains the required level of assurance over key strategic and other risks.

Quickly report to the Finance, Audit and Risk Committee, at the required intervals, on internal audit assignments including planned reviews, special investigations, risk management assignments and any other ad-hoc audit activities as required.

Build and strengthen working relationships with all key stakeholders to facilitate effective auditing framework.

Support external auditors as appropriate and coordinate BoMRA's response to audit findings and recommendations.

Ensure that all employees of the Authority are sensitized about the internal controls and other audit initiatives to enhance compliance.

Perform special investigations and any others duties assigned by the Authority.

QUALIFICATIONS

Academic Qualifications: The ideal candidate for the Internal Audit Manager position should hold a Master's Degree in Commerce, Business Administration, Accounting, Auditing or Finance; the incumbent should also hold a Bachelor's degree in Commerce (Accounting), Business Administration or the equivalent; active membership to professional bodies such as CIA, ACCA, ACA, CIMA, CPA and other relevant bodies.

Work experience: A minimum of six (6) years in audit with 3 years in a supervisory position in a recognised institution; significant experience supervising staff and working with audit teams;

Essential skills: Excellent communication skills; skills in influencing and negotiation; excellent planning and organizational skills; strong team building skills; excellent planning and organizational skills; strong team building skills; and good knowledge of ICT applications.

If you have the above capabilities kindly send your application, detailed CV and certified copies of certificates and national Id to

recruitment@bomra.co.bw

Please ensure that you specify the job title in the subject of the email

NB: The Authority will only respond to the shortlisted

Closing date: 9TH December 2021