05th June 2024

EXTERNAL ADVERT

EMPLOYMENT OPPORTUNITY

UBOS is a semi-autonomous agency of Government responsible for maintenance, coordination, supervising and monitoring of the National Statistical System to ensure the collection, analysis and dissemination of standardised statistical information. The Bureau is also mandated as the principal official statistics producing agency in the country.

UBOS is seeking dynamic, competent, self-motivated, result oriented, and good team player of strong character and high integrity to fill the position below:

**JOB TITLE:** Head of Department – Internal Audit (01)

**JOB REFERENCE:** UBOS/HoD/06/2024

**REPORTS TO:** Director / Chief Internal Auditor

**SALARY SCALE:** UBOS SP0

**EMPLOYMENT TERMS:** Permanent

**Job Summary:**
To provide independent, objective assurance and consulting services designed to add value and improve Bureau’s operations.

**Key Result Areas:**

**Job Specifications:**

1. Supervise audit engagements and advisories and report directly to the Director/Chief Internal Auditor.

2. Provide guidance to audit teams and review reports for the audit engagements undertaken and submit the reports to Director/Chief Internal Auditor.

3. Support the Director/Chief Internal Auditor in preparation of quarterly and annual audit reports.
4. Support Director / Chief Internal Auditor in planning and budgeting for the Directorate in line with the Directorate Scorecard.
5. Develop Annual Risk Based Internal Audit Plan in consultation CIA.
6. Assess compliance with laws, set policies, procedures, standards as well as best practices.
7. Review systems on a continuous basis to assess appropriateness of internal controls on their adequacy for producing accurate and reliable information and safeguarding UBOS assets.
8. Support the CIA in preparation of audit programmes and methodology.
9. Coach, counsel, and guide audit team in their areas of professionalism in accordance with the IPPF.
10. Supervising, coaching, and mentoring staff and monitoring their performance and development through performance reviews.
11. Assess and Facilitate management on the improvement of good practices and effectiveness of risk management and governance processes.
12. Coordinate the quality assurance and improvement program for the Internal Audit Activity.
13. Discussing reports with Management and agreeing on the action points and timeframes for implementation.
14. Any other related task that may be assigned by Director/Chief Internal Auditor from time to time.

Minimum Qualifications:

- A Bachelor's degree in Commerce; Accounting and Finance; Business Administration (Accounting Option)
- Master's degree in finance, Accounting, Business Administration e.g. MBA is a must.
- Professional qualification like ACCA, CPA, CIA is must.

Experience

- 10 years’ experience with at least three (3) years at Principal Officer level.

Professional

- Membership to Institute of Internal Auditors (IIA) is a MUST.
Other Requirements:
- Analytical, Interpersonal skills, Report writing, Communication skills.
- Must be knowledgeable in the use of computer applications and relevant auditing or financial management packages.
- Good grasp of the technical aspects of accounting and financial statements / reports.
- Proven leadership skills
- Must be a person of high Integrity.
- Objectivity and independence
- Possess the ability to work as a team.
- Analytical, interpersonal and change management skills.
- Understanding of internal auditing standards (IPPF)

MODE OF APPLICATION

If you believe you meet the required profile, please see the job details on the UBOS Website and submit your application through the online application system available on the UBOS Website: https://www.ubos.org/uboshr/public/login Not Later than close of business on the, 19th June, 2024 at 5pm. Hardcopies shall not be accepted.

All applicants must attach relevant soft copies of academic transcripts, certificates and relevant appointment letters. (PDF copies maximum 10MB).

Only shortlisted candidates shall be contacted. All documents tendered in shall be verified with the relevant authorities. Any falsification of documents will lead to prosecution and any form of lobbying and canvassing will lead to automatic disqualification.

UGANDA BUREAU OF STATISTICS IS AN ALL EQUAL EMPLOYMENT OPPORTUNITY ORGANISATION

FOR BOARD OF DIRECTORS