



UGANDA BUREAU OF STATISTICS

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THE REPUBLIC OF UGANDA

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In any correspondence on **UBOS/10/2/1**
this subject please quote No:

3rd September 2025

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:	Principal Internal Auditor (01)
JOB REFERENCE:	UBOS/PIA/09/2025
REPORTS TO:	Head of Department – Internal Audit
SALARY SCALE:	UBOS SP1
EMPLOYMENT TERMS:	Permanent

Job Summary:

Implement a robust internal audit strategy and system to evaluate the controls of the Bureau.

Key Result Areas:

Job Specifications:

1. Support the development and periodically update the Audit strategy and policies in line with international audit practices.
2. Prepare audit work procedures, audit programs and methodology for approved audit assignments.
3. Support the development of the audit annual risk-based audit work plan of the activities to be performed

4. Supervise the deployment and use of the department's resources for effective and efficient fulfilment of engagement objectives.
5. Perform the role of a risk champion for the Internal Audit directorate.
6. Perform audit engagements in accordance to audit procedures, processes and standards.
7. Consolidate engagement observations and draft reports for the audits executed.
8. Supervise adhoc investigations and reviews as may be assigned by the Head of Department.
9. Conduct follow-ups on and support the implementation of audit recommendations and action plans.
10. Collaborate with audit respondents to understand the activities being audited.
11. Coordinate the development of departmental performance reports.
12. Coordinate the development of the department's annual workplan and budget, procurement, training and recruitment plan.
13. Supervise, coach, mentor, conduct performance appraisals and identify training needs of the Senior Internal Auditor.
14. Prepare and submit accountability for financial resources received.
15. Perform any other responsibilities as may be assigned by from time to time.

Minimum Qualifications:

- Master's Degree in Finance, Accounting, Business Administration, Statistics, Computer Engineering, Computer Science and Information Technology.
- A Bachelor's Degree in Commerce, Business Administration (Accounting and Finance Option), Bachelor of Science in Accounting, Statistics, Computer Engineering, Computer Science and Information Technology.
- Professional qualification like ACCA, CPA, CIA is MUST.

Experience

- 6 years' experience with at least three (3) years at Senior 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, 17th September, 2025 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