

TEOFILO KISANJI UNIVERSITY



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"TRAINING FOR BETTER LIFE"

JOB VACANCY ADVERTISEMENT REF. NO. TEKU/AD.10/101/VOL. 1/13

Teofilo Kisanji University (TEKU) is an accredited University owned by the Moravian Church in Tanzania (MCT). Teofilo Kisanji University is among the notable and fast growing academic institutions in Tanzania and would like to recruit the following member of staff;

VACANCY: INTERNAL AUDITOR (One post).

REPORTS TO: The Vice Chancellor.

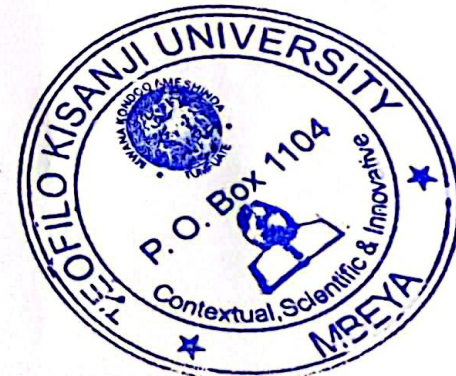
DUTY STATION: TEKU MBEYA

JOB QUALIFICATIONS:

The applicant must be a holder of Advanced Diploma or University Degree in Accountancy from a recognized accredited institutions plus a CPA (T), ACCA/ACA or CIMA with a minimum work experience of three (3) years in a similar position in a reputable organization/institution. The applicant **MUST** be ICT literate and has been registered with NBAA.

COMPETENCES:

- Strong oral communication and presentation skills in English.
- Demonstrated self-management.
- Ability to deliver in time.
- Professional integrity.
- Ability to work in a team



WORK EXPERIENCE:

At least three (3) years relevant working experience in a similar/related position.

DUTIES AND RESPONSIBILITIES:

- (a) To execute financial audit and systems audit
- (b) To ensure that there is compliance with established financial policies, procedures, controls and other regulations.
- (c) To assist External Auditor in performing audit services.
- (d) To review financial statement before being sent to the External Auditor
- (e) To supervise auditing expenditure, revenue, salaries and students' bursaries.
- (f) To assist in review of measures for safeguarding assets and inventories
- (g) To review and appraise soundness of financial and operating controls.
- (h) To advise on the best use of University resources
- (i) To be a secretary to the Auditor Committee
- (j) To perform any other related duties as may be assigned by one's reporting officer.

MODE OF APPLICATION FOR THE POST:

Interested candidates should forward their job applications letters to:

**The Vice Chancellor,
Teofilo Kisanji University
P.O. Box 1104
MBEYA
Email: info@teku.ac.tz**

Applications should be accompanied with current Curriculum Vitae (CV), certified copies of relevant academic certificates, testimonials and transcripts.

DEADLINE FOR SUBMISSION OF JOB APPLICATIONS: Not later than 15th October 2024.

