

**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF FINANCE AND ECONOMIC AFFAIRS**



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Development House,  
Kivukoni Front/Ohio Street,  
P. O. Box 8327,  
Dar es Salaam,  
Tanzania.



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**MILLENNIUM CHALLENGE ACCOUNT – TANZANIA**

**VACANCY**

The Millennium Challenge Account-Tanzania (MCA-T) is an Accountable Entity under the Ministry of Finance and Economic Affairs responsible for the implementation of a five-year Compact package consisting of various infrastructure projects funded by the US Government. MCA-T is a semi-government institution with a Governing Board responsible for the supervision of Program implementation. In order to achieve the Compact objectives, suitably qualified Tanzanians are invited to fill the Internal Auditor vacant post. Details of duties and responsibilities for the post are also available in our website: [www.mca-t.go.tz](http://www.mca-t.go.tz).

**POST: INTERNAL AUDITOR**

**LOCATION: DAR ES SALAAM**

**Reporting:** The Internal Auditor will be reporting to the Chief Internal Auditor.

**Main Duties and Responsibilities**

Duties and responsibilities of the Internal Auditor include (but are not limited to) the following:

- Assist the Chief Internal Auditor to plan, organize and carry out the internal audit function based on the initial assessment of key risks and control weaknesses in existing processes;
- Test the existing internal controls and make suggestions to the Chief Internal Auditor;
- Monitor day to day financial functioning of MCA-T

- Make practicable recommendations for process improvements in ensuring implementation of approved recommendations and continuously monitor compliance with MCA-T policies and regulations;
- Execute periodical independent appraisals to determine the effectiveness of the policies, procedures and standards, by which MCA-T's financial and non financial resources are managed;
- Perform routine audit of MCA-T's functioning and report outcomes for remedial measures;
- Carry out any vital special assignments like systems development, special audits/ enquiries as may be assigned by the Chief Internal Auditor from time to time;
- Support the Chief Internal Auditor in coordinating the work of the External Auditor and follow-up on audit recommendations;
- Prepare and submit progress reports on a timely manner to the Chief Internal Auditor;
- Ensure effective and economic use of MCA-T assets; and
- Perform any other duties and responsibilities as may be assigned or requested for from time to time by the Chief Internal Auditor.

### **Qualifications and Experience**

- Holder of a Bachelor Degree or Advanced Diploma in Accounting with either ACCA, CIMA, CPA(T) or its equivalent
- A minimum of three (3) years of relevant experience in auditing, preferably in internal audit
- Good knowledge of the international auditing standards
- Possess excellent presentation and communication skills
- Proficient user of MS Office and knowledge in using CAAT tools like ACL is preferable
- Experience in system based auditing is desirable

### **ADDITIONAL ATTRIBUTES TO ALL APPLICANTS**

- Oral and written fluency in Kiswahili and English;
- Demonstrate ability to work collaboratively with national and international stakeholders and counterparts;
- Ability to work with multidisciplinary teams and institutions;
- Responsible, flexible attitude and capability of managing a variety of tasks with minimal supervision.

- A person with a good track record, honest, impartial, high integrity and ability to learn fast

### **REMUNERATION**

Competitive pay packages will be offered to the right candidate based on the applicants' qualifications and experience.

### **MODE OF APPLICATION**

- Interested candidates should send their application letters written in own hand and supported by detailed Curriculum Vitae (CVs), copies of certificates , certified academic transcripts and two recent passport size photo to reach the undersigned **on or before 30<sup>th</sup> July,2010 at 10:00 am** in Room 217 at the MCA-T Offices, NDC Development House, Kivukoni/Ohio Street Dar es Salaam.
- Applicants should indicate reliable contact postal address and telephone numbers;
- Names and contact addresses of three referees;
- Applicants who are serving in the Public Service must route their applications through their respective employers;
- Any application without relevant documents will not be considered;
- Women candidates are encouraged to apply in confidence;
- Only short listed candidates will be called for an interview on a date to be decided later.

### **MODE OF ENGAGEMENT**

Three years contract.

All applications must be sent to the:

Chief Executive Officer,  
Millennium Challenge Account-Tanzania,  
Tel: 2124634  
Fax: 2124644  
P. O. Box 8327,  
**DAR ES SALAAM**