

DAR ES SALAAM STOCK EXCHANGE PLC



EXCITING CAREER OPPORTUNITY

The Dar es Salaam Stock Exchange PLC (DSE) was established in 1996 as a company limited by guarantee without share capital. In June 2015, it was changed to a company limited by shares and in July 2016 it was self-listed.

The principal activity of the DSE is, among others, to provide a platform for trading of listed securities and facilitate companies to sell new shares/bonds at better prices which lower the cost of capital to such companies and improves their chances of increasing operating profits.

In order to enhance its governance and operations efficiency, DSE is looking for a qualified candidate to fill the position of **CHIEF INTERNAL AUDITOR (CIA)** and thus inviting applications as per details shown below:

Reporting:

This is a Managerial position as per the DSE establishment, the Chief Internal Auditor will be reporting to the Chief Executive Officer administratively and to the DSE Audit Committee functionally.

Duties and Responsibilities:

A position holder will be responsible for performing internal audit activities in DSE in line with the International Professional Practice Framework (IPPF) approved by the NBAA governing the work of Internal Auditors. This will require a candidate to evaluate the effectiveness and efficiency of the DSE's governance, risks management and control practices within the Exchange so as to ensure that values are preserved or enhanced over time. In particular, the position holder will be required to:

- (i) on annual basis, develop a comprehensive risk based audit plan for the Audit Committee highlighting areas of risks and those of critical control that need to covered and expected resources requirements;
- (ii) perform internal audit activities to assess whether the DSE has the right processes in place, the controls occur in the right time and frequency and control activities can prevent or detect and correct the identified errors or non-conforming circumstances in a timely manner;
- (iii) undertake systems audits in a timely manner, review the risk management practices within the organization and recommend areas of improvement.
- (iv) review the DSE's governance structure so as to ensure those charged with the oversight roles performed their duties as expected;
- (v) submit periodic reports to the Audit Committee on findings identified during the audit process and practical recommendations on how to improve the situation;
- (vi) Keep the CEO engaged and informed of the audit progress and any shortcomings related to controls and risk management practices including specific DSE compliance failures for purpose of timely intervention by the DSE Management team.
- (vii) formulate and recommend appropriate training programmes for the Department and regularly carry out in-house training for staff within the Department specifically on the audit methodology and practices in line with its approved internal audit manual.
- (viii) establish budget for the internal audit unit and monitor its implementation over time once it has been approved by the Audit Committee.

- (ix) ensure economic and efficient utilization of the audit personnel and on annual basis report the level of utilization to the Audit Committee in line with the execution of approved risks based plan;
- (x) report at least once in a year strategic risks exposure that DSE is facing and share that with the Audit Committee;
- (xi) Liaise with external auditors and ensure sufficient co-ordination and provide to the Audit Committee a sufficient level of combined assurance on annual basis on financial reporting process and controls;
- (xii) To do any other duties as may be directed by the Audit Committee.

Qualifications:

The candidate must be a Holder of CPA or ACCA, and preferably be a Certified Internal Auditor with the Institute of Internal Auditors (IIA) Tanzania. The candidate should have served in a managerial position in reputable organizations in the last five years in area of internal auditing or risk management. The candidate must be a registered member with NBAA as Certified Public Accountant in Public Practice (CPA-PP). A candidate with Certified Information Systems Auditors (CISA) designation will have an added advantage.

Remuneration:

Attractive remuneration package will be offered as per the DSE pay structure.

Mode of Application

All interested candidates are required to apply by attaching to their application: current curriculum vitae (CV), copies of academic certificates and transcripts, full addresses including contact phone number, email address and two reference letters from referees who can testify to the applicant academic abilities, working experience and character.

Applications should be sent:

**Corporate Affairs Manager & Legal Counsel,
14th Floor, Golden Jubilee Towers, Ohio Street
P. O. Box 70081
DAR ES SALAAM**

Deadline for applications is on **16th February 2017 at 2.00 p.m.** Only short-listed candidates will be contacted for interview.

The vacancy is also available on DSE's website: www.dse.co.tz