



## **NATIONAL MEDICAL STORES**

Plot 4-12, Nsamizi Road  
P.O Box 16,  
**ENTEbbe, UGANDA.**

### **EXTERNAL JOB ADVERTISEMENT- INTERNAL AUDITOR**

National Medical Stores is an autonomous Corporation that was established by an Act of Parliament in 1993. Our mandate is to procure, store and distribute medicines and other medical supplies to health facilities.

We are now looking for a competent person who possesses appropriate skills, knowledge and right attitude to fill a vacant position of **Internal Auditor, NMS Grade 6**. Details are available on our website: [www.nms.go.ug](http://www.nms.go.ug)

### **MODE OF APPLICATION:**

Interested applicants should submit application letters together with curriculum vitae, copies of academic documents/transcripts, names and contact details of three referees to the undersigned not later than **Friday 9<sup>th</sup> November 2018** at the address below;

**Chief Human Resource and Administration Officer**  
**National Medical Stores**  
**P.O Box 16, Entebbe**  
**Plot 4-16 Nsamizi Road,**  
**ENTEbbe- UGANDA.**

*Note: Only shortlisted candidates will be contacted. If you don't hear from us, one month from the date of closure of receipt of applications, consider your application unsuccessful.*

**PLEASE NOTE** that National Medical Stores reserves the right to verify documents attached with the relevant awarding institutions to authenticate their validity. Any form of canvassing will lead to automatic disqualification. National Medical Stores is an equal opportunity employer and females are particularly encouraged to apply.

## **INTERNAL AUDITOR**

**Ref.**                                **NMS/ 2018/ 24**

**Job Title:**                        **Internal Auditor**

**Reports to:**                       **Senior Internal Auditor**

**Duty Station:**                   **Entebbe**

**Salary Scale:**                   **Grade 6**

**Job Purpose:**                   To carry out audits of Accounting and I.T records, and transactions as well as for other systems, procedures and processes.

### **KEY RESULT AREAS/ACCOUNTABILITIES**

1. Carrying out audit of petty cash accountabilities prior to replenishment
2. Verify payments up to 20 million (USD 10,000) according to NMS policies and procures.
3. Carrying out audits of stocks receipts, management, dispatch as well as fleet management reviews, audits of tax liabilities, and audit assignments as required from time to time.
4. Carry out audit of recorded transactions related to procurement bidding, tendering & evaluation processes
5. Assist in the performance of special reviews requested by Management and Board of directors.
6. Maintain knowledge of current accounting and auditing practices through continuing professional education.
7. Exercise professional judgment to determine materiality of findings and adequacy and effectiveness of the operation.
8. Perform audits in the area of Information Technology
9. With guidance from Senior Internal Auditor, determine the direction and extent of assigned audits. Prepare the program and procedures which may include statistical sampling and electronic data processing. Prepare working papers supporting opinions presented in the report to Management
10. To identify any risk(s) noted during the course of execution of your duties and formally report to your immediate supervisor
11. Perform other related duties incidental to the work described herein.

### ***Qualifications***

1. Honours Degree in Information Technology or related Computer Science with full CPA or ACCA **OR**  
An Honours Degree in Business Administration/Commerce with a Diploma in Information Technology and at least Level II of CPA or ACCA
2. Possession of a professional audit/accounting qualification such as CIA, CIMA, ACA or an equivalent shall be an added advantage

### ***Desirable Competencies***

1. Strong organizational and interpersonal skills, demonstrated reliability and integrity and able to work under pressure and within tight deadlines
2. Good judgment and decision making skills
3. Planning and organizational skills

### ***Experience***

1. At least 3 years of working experience in Audit function with a reputable organization and demonstrated experience in IT Security Auditing/ Management.