



**HUMAN
RESOURCE
DEVELOPMENT
COUNCIL**
of BOTSWANA

ADVERT NO. 1 OF 2025

The Human Resource Development Council (HRDC) is a State owned Entity whose main objectives include provision of Policy Advice to the Botswana Government on National Human Resource Development, Coordination and implementation of the National Human Resource Development Strategy, Planning and Advising on Tertiary Education Financing and Work Place Planning in Botswana. The HRDC seeks to recruit suitably a qualified candidate for the following position:

Manager Internal Audit

1. Main Purpose of the Job

Lead the implementation of the audit programme aimed at assessing operational efficiency, soundness of business practices, reliability of financial reporting and effectiveness of financial controls and procedures and compliance with established procedures and applicable laws. The purpose is to assist management in the effective discharge of their responsibilities and provide the Council and The Finance and Audit Committee with an independent and objective assurance regarding good corporate governance.

2. Key Accountabilities

- Lead the development and implementation of internal control policies, processes and systems for effective governance.
- Ensure adherence to international audit standards.
- Coordinate and support the activities of the external auditors.
- Prepare an annual audit programme and submit to CEO and /or Board (Finance and Audit Committee) for approval.
- Define the scope for operational, information technologies and financial audit projects and select/develop appropriate audit steps necessary to promote effective audit coverage and internal audit services and solutions.
- Organise and undertake special assignments as assigned by Executive Management and /or the Board (Finance and Audit Committee),

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Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

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www.hrdc.org.bw

including investigation of fraud or other irregularities (forensics) and liaise with police authorities in case of suspected frauds.

- Review audit reports and present recommendations and conclusions of audit reviews to Executive Management and or/ the Board (Finance and Audit Committee).
- Analyse effectiveness and efficiency of operational and management processes and system controls.
- Participate in formulating, defining, reviewing and updating the strategic directions of HRDC
- Provide inputs to the preparation of HRDC's strategic/ operating plans and budgets

3. Competencies

- Knowledge of relevant sector (policy, strategy, legislation, regulations)
- Knowledge of private and public sector accounting and financial management systems and conventions.
- Knowledge of auditing principles, practices, methodologies. As well as risk management and systems.
- Knowledge of structures, internal controls and processes, information systems and ability to develop recommendations for improvements.
- Demonstrated compliance to the Professional Code of Ethics and the Standards for Internal Auditing
- Team building, leadership and motivation
- Results oriented and performance driven.
- Service oriented and client focus.
- Communication, influence, impact.
- Planning, organising, budgeting, resource management.

4. Job Requirements

Qualifications:

- Professional qualification (e.g. CPA, ACCA, CIMA, Masters in Finance) or related field from a recognized institution or any other equivalent professional qualification.
- Must be a Certified Internal Auditor.

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Experience:

- Minimum of 8 years' post qualification audit experience with proven knowledge in the development of a strong control environment, including 3 years in a supervisory position.
- Exposure to similar functions in a human resource development environment would be an advantage.

Remuneration: HRDC offers an attractive remuneration package which is commensurate with qualifications, skills and experience.

5. Method of Application

Applications must be sent to recruitment@hrdc.org.bw quoting the post being applied for and accompanied by detailed Curriculum Vitae, names and addresses of three referees, one of whom should be an employer/most recent employer and/or immediate supervisor (including their telephone numbers and e-mail address where applicable), true and certified copies of educational/Professional certificates and transcripts, and references. Contact Telephone Number: 3930741

Closing Date for the advert: 30th January 2025

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