

VACANCY NO. 1 OF 2025

The Human Resource Development Council (HRDC), an autonomous body whose main objectives among others include provision for Policy Advice with regard to the National Human Resource Development Strategy, Coordination and implementation of the strategy, Planning and Advising on Tertiary Education Financing and Work Place Planning in Botswana, seeks to recruit suitably qualified persons for the following post:

Internal Auditor

Main Purpose of the Job

Execution of the audit programme to assess operational efficiency, soundness of business practices, reliability of financial reporting and effectiveness of financial controls and procedures, and evaluate compliance with set procedures and applicable laws.

Key Accountabilities

Internal auditing which includes amongst others the following:

- Provision of input on development of an annual auditing programme.
- Execute the annual audit management programmes:
- Review governance practices and standards.
- Preparation of audit reports and recommendations.
- Update systems flowcharts and documentation to reflect changes in the control environment as and when they arise, and to evaluate effectiveness on controls.
- Assist the Supervisor in monitoring progress in the implementation of audit recommendations.
- Liaise with the external auditors as and when required.
- Carry out special audit assignments and investigations as directed by Executive Management and /or Audit
- Audit the accounting and financial data of departments to ensure accuracy and compliance with government guidelines and laws, carrying out internal audit

OUR PEOPLE • OUR FUTURE

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checks of financial transactions on a random basis to test soundness of controls and accounting procedures.

- Reviewing and auditing of procurement processes to ensure that transparent procurement procedures are in place and are implemented at all times.
- Reviewing and auditing Financial and other IT systems to ensure integrity and reliability of systems and accuracy of reports.

Competencies

- Knowledge of the relevant sector (policy, strategy, legislation, regulations).
- Knowledge of private and public sector accounting, and financial management systems and conventions.
- Knowledge of structures, internal controls and processes, information systems, and ability to develop recommendations for improvements to these.
- Demonstrated compliance to the Professional Code of Ethics and the Standards for internal auditing.
- Computer literate. Experience with systems and applications in the specific work area.
- Creativity, innovation, flexibility and analytical thinking.
- Results oriented and performance driven.
- Decisiveness and assertiveness
- Communication, influence, impact
- Teamwork and interpersonal skills

Job Requirements

Qualification:

- At least Degree in Accounting or Finance from a recognized institution or any related equivalent qualification acceptable to HRDC.
- Must also be a Certified Internal Auditor.

Work Experience:

- At least 7 years of audit experience post qualification with proven knowledge in the development of a strong control environment.
- Experience in conducting all types of audits (operational, financial and IT).
- Exposure to similar functions in an HRD environment would be an advantage.

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Remuneration:

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

Method of Application

- Applications 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 must be sent to:

Email : recruitment@hrdc.org.bw

Closing Date: 17th July 2025

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