



Muteesa I
ROYAL UNIVERSITY

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JOB ADVERT

Muteesa I Royal University (MRU) is a private University that started operations in 2007 and was granted a Charter by the President of the Republic of Uganda, H.E Yoweri Kaguta Museveni on 11th March 2024. Its Main Campus is situated at Kirumba Masaka, with a branch located at Kakeeka-Mengo. The Mission of MRU is to provide training, research and technical guidance responsive to social-economic needs of Uganda and the region. MRU seeks to recruit a highly motivated, innovative and committed candidate to fill the position highlighted below:

Manager - Internal Audit (01)

Reports to: University Council (with administrative responsibility to the VC)

Duty Station: Kirumba, Masaka Campus

Role definition: To develop and/or implement policies and procedures for performing risk-based internal audit assignments and contribute to improving MRU, risk management, internal controls, reporting and governance processes in compliance with statutory requirements and professional auditing standards.

Key responsibilities:

1. Design, review, and/or establish Internal Audit policies, appropriate standards and procedures to guide the delivery of Internal Audit services.
2. Monitor compliance with the audit policies and procedures across MRU departments and functions in line with Internal Audit Professional practices and National Council for Higher Education (NCHE) guidelines.
3. Develop, monitor and maintain a periodic internal audit quality plan/programme in accordance with international standards for the Professional Practice of Internal Auditing, Internal Audit Charter and the Internal Audit Manual.
4. Maintain productive client relationships between internal audit and other University departments per MRU set guidelines.
5. Conduct and present regular quality assurance reports on assignments to both Management and the Audit and Risk Management Committee of Council in accordance with International Standards for the Professional Practice of Internal Auditing.

6. Identify areas that need improvement in University governance, reporting, risk management and internal controls and make appropriate recommendations.
7. To act as Secretary to the Council Audit and Risk Management Committee.
8. Prepare and submit periodic audit reports to Management and Council, including recommendations for improvements.
9. Do any other related work as may be assigned by Council from time to time.

Key Result Areas:

1. **Assessing Internal Controls:** Review the effectiveness and efficiency of the internal control systems to ensure they safeguard assets, accuracy in financial reporting, and compliance with all set policies and guidelines as approved by the University Council.
2. **Risk Management:** Identify potential risks within MRU and evaluate the measures in place to mitigate those risks.
3. **Compliance Audits:** At all times ensure that the University complies with relevant laws, regulations, policies, and procedures as set by the NCHE and other relevant authorities.
4. **Operational Efficiency:** Analyse all University operations to identify inefficiencies or areas where processes can be improved for better performance and cost savings.
5. **Fraud Detection and Prevention:** Play a key role in detecting and preventing fraud by reviewing financial and operational activities for any discrepancies or unusual behaviour.
6. **Training of MRU staff:** Manage internal Audit staff through training and development. Conduct seminars / workshops about internal audit requirements and expectations for all staff.

Qualification and experience:

Essential:

1. Professional certification (CIA, CPA, ACCA or CRMA).
2. A Master's Degree in Accounting, Finance or related fields.
3. An Honours Bachelor's Degree in Accounting, Finance or related fields.
4. A minimum of 4 years Internal Audit experience in a related field and reputable organisation for a Bachelor's Degree holder or 2 years for a Master's Degree holder.
5. Evidence of knowledge in Auditing standards and regulations.
6. Excellent analytical, communication, leadership and interpersonal skills.

Desirable:

1. Evidence of IT Audit skills.
2. Experience in auditing educational institutions.
3. Knowledge of University governance and regulations.

Personal attributes:

1. Integrity and objectivity.
2. Adaptability and flexibility.
3. Strategic and collaborative approach.
4. Continuous learning oriented.

Mode of application:

Interested and qualified candidates are invited to submit their applications together with the following:

- 1) A letter of motivation
- 2) Authenticated academic certificates and transcripts
- 3) Detailed and updated curriculum vitae signed and dated by the candidate.
- 4) Names and addresses of three (3) referees.

Applications should be submitted directly to the Manager, Human Resources, Muteesa I Royal University, and get confirmation of receipt of your application. The application can be submitted by email: hrm@mru.ac.ug and copy to vc@mru.ac.ug or delivered to the office of the Human Resource Manager, Muteesa I Royal University, Mengo Campus. Applications will close on the 11th of December 2024 at 5:00 pm.