

## Terms of References (TORs)

**NAME OF THE PROJECT:** EASTERN AND SOUTHERN AFRICA HIGHER  
EDUCATION CENTERS OF EXCELLENCE PROJECT  
(ACE II)

**LOAN NO. / CREDIT NO. / IDA GRANT NO:** D1150-3E

**PROJECT ID:** P151847

**POSITION:** ACE II AUDIT ASSISTANT (Open to Ugandan Nationals only)

**Duty Station:** The Inter-University Council for East Africa (IUCEA) Kampala, Uganda.

**Host Organization:** The IUCEA, the Regional Facilitation Unit (RFU)

**Duration:** 3 years renewable based on project duration

### 1. BACKGROUND

The Eastern and Southern Africa Higher Education Centers of Excellence Project (ACE II) was approved on May 26, 2016, by the Board of Executive Directors of the World Bank Group (WBG), with International Development Association (IDA) credit and grant totaling to US \$ 148 million. The project will be implemented by twenty-four competitively-selected Africa centers of excellence (ACEs) from higher education institutions in eight participating countries, including Ethiopia, Kenya, Malawi, Mozambique, Rwanda, Tanzania, Uganda, and Zambia. The Inter-University Council for East Africa (IUCEA) as the Regional Facilitation Unit (RFU) of the project will coordinate and administer the implementation of ACEs project activities. The objective of the proposed project is to strengthen selected Eastern and Southern African (ESA) higher education institutions to deliver quality post-graduate education and build collaborative research capacity in the regional priority areas.

Additionally, the World Bank in partnership with East African countries is developing an East Africa regional skills initiative, the East Africa Skills for Transformation and Regional Integration Project (EASTRIP) to support skills development for the Northern Corridor Initiative Project (NCIP) and will be implemented in the next five years. The Project will be financed with a combination of national and regional IDA credits and IDA grant totaling approximately US\$300 million.

In order to fulfill its mandate IUCEA as the RFU for both projects wishes to recruit an Audit Assistant for both ACE II and EASTRIP projects on full time basis.

## **2. MAJOR TASKS AND RESPONSIBILITIES**

The Audit Assistant will be work under the supervision of the Principal Internal Auditor in auditing both Projects' implementation in accordance with World Bank guidelines on procedures and operations, and providing independent assurance on the effectiveness of Internal Control, Risk Management and Governance processes of both Projects. This involves execution of Internal Audit assignments conducted in line with the Financing Agreement between the RFU/IUCEA and the IDA/ World Bank and IUCEA Internal Audit Manual. The Audit Assistant will assist to assess project financial management such as budget operations, funds flow, accounting, financial reporting, administrative operations, adequacy of internal controls, and reporting on results arising there from, and monitoring the status of implementation of recommendations raised. The scope of work includes financial, compliance, value for money, performance effectiveness, and Information Systems audits.

### **Responsibilities:**

- I. Assist in conducting project financial, operational, compliance, and value for money and performance audit reviews of various operations, projects and processes.
- II. Prepare and implement annual audit plan under the guidance of the Head of Audit
- III. Investigate allegations and suspicions of fraud and corruption on ACE II project to ensure that all the project activities are conducted to the highest standards of ethical conduct, good practice and transparency in accordance with IUCEA procurement and operations.
- IV. Execute work programs for each assigned audit; prepare draft reports of audit findings, and present audit recommendations to the supervisor for review
- V. Administer internal audit Tools
- VI. Support ACE II to Maintain Internal Audit engagement documentation to record engagement objectives, activities, work done and conclusions reached in line with quality requirements specified by the Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors
- VII. Advise the Head of Audit of assignment progress and findings through interim meetings, status reports and upon completion, submit final reports
- VIII. Carry out any other tasks assigned by Supervisor.

## **3. CONTRACT DURATION**

The contract is for a total duration of 3 years subject to satisfactory performance and the Project duration.

## **4. SALARY**

The Audit Assistant will be paid in accordance with the existing salary scales of EAC/IUCEA at G5 level.

## **5. REPORTING**

The Audit Assistant will report to the Principal Internal Auditor.

## **6. MINIMUM QUALIFICATIONS**

### **a) Qualifications**

- An Honors degree in Accounting or Finance, Bachelor of Commerce, Business Administration with a major in accounts;
- Part qualification in the Professional Qualification in Accountancy (CPA or ACCA). Full qualification will be an added advantage.
- Member of the accountancy professional body such as ICPA (U) or ACCA will be an added advantage.
- Computer literacy with knowledge in the use of auditing software's will be an added advantage.
- Excellent communication and report writing skills;
- Proven high degree of honesty, integrity and versatility.
- Must be prepared to work under pressure to meet tight project targets
- Good Interpersonal Skills and ability to relate well with a multiplicity of stakeholders.

### **b) Experience**

- i) A minimum of three (3) years of Finance, Accounting or auditing experience. Experience in public sector and donor funded project will be an added advantage.
- ii) Computer literate in the use of MS Office and similar applications;
- iii) Excellent communication skills;
- iv) Excellent interpersonal skills and ability to relate well with a multiplicity of stakeholders;

### **c) Key competencies**

- i) Results Based Performance
- ii) Ability to work with minimum supervision
- iii) Strong analytical skills with attention to detail
- iv) High integrity and confidentiality
- v) Strong interpersonal and communication skills
- vi) Logical thinking
- vii) Organization awareness and commitment.

## **7. CODE OF CONDUCT**

The Audit Assistant shall carry out the above assignment in accordance with the highest standard of ethical competence, integrity and professionalism and having due regard to the nature and purpose of the assignment. The Audit Assistant will at all-time and for all purposes, regard as strictly confidential all knowledge and information not within public domain which may be acquired in the course of carrying out this assignment and shall not be directly or indirectly disclosed to any person whatsoever, except with the written permission of IUCEA/RFU.

## **3. Submission of Applications**

The deadline for submission of applications to the IUCEA Secretariat is **6<sup>th</sup> July, 2018**. Application letters should be accompanied with the following:

- (i) Certified copies of the applicants certificates, diplomas or degree awards
- (ii) Up to date and comprehensive Curriculum Vitae
- (iii) Addresses of three referees, one of which should be the current immediate supervisor.

Applications marked “**APPLICATION FOR THE POST OF Audit Assistant in soft or hard copy (by hand or courier) be addressed to:**

The Executive Secretary  
Inter-University Council for East Africa  
Plot M833, Kigobe Road, Kampala, Kyambogo  
P.O. Box 7110, Kampala, Uganda  
Tel: +256 773181662  
**Email: [recruit@iucea.org](mailto:recruit@iucea.org)**