



MANICALAND STATE UNIVERSITY OF APPLIED SCIENCES

STAFF VACANCY

Manicaland State University of Applied Sciences is an equal opportunities employer. In the interest of promoting gender parity, female candidates are encouraged to apply.

Applications are invited from suitably qualified and experienced persons for the following post:

VICE CHANCELLOR'S OFFICE

POST: INTERNAL AUDIT ASSISTANT/ASSISTANT INTERNAL AUDITOR (1 Post)

Desired Qualifications and Experience

Applicants must have a first degree in Accounting/Auditing or equivalent and at least two years post qualification relevant experience. A Master's degree in Accounting/Auditing or equivalent and or Certified Internal Auditor (CIA) would be an added advantage. In addition, applicants should have a clean class 4 driver's licence, be proficient in using Microsoft word, Excel, Power Point and must maintain high levels of integrity and confidentiality.

Duties and Responsibilities

- Performs audit inspection
- Presents audit findings to the Chief Internal Auditor
- Comes up with recommendations to improve work processes and procedures
- Assist in compiling Audit reports for the reviewed areas
- Assist in updating audit programmes and develops annual audit plans
- Assist in implementation of external audit plan
- Assists in conducting fraud and other special investigations
- Assists in conducting follow up audits
- Assists in assessing University risks, ranks and advises management on areas where improvements is required.
- Any other duties as assigned by the supervisor

APPLICATIONS

Interested candidates must submit **six** sets of applications, certified copies of certificates, transcripts, national identification (ID & birth certificate) and detailed curriculum vitae giving full personal particulars including full name, place and date of birth, qualifications, date of availability, current salary, contact details, names and addresses of three referees addressed to:

**The Assistant Registrar - Human Resource
Manicaland State University of Applied Sciences
Bag 7001 Guthrie Road
Mutare**

Plus a ***single pdf file*** to e-mail address ***recruitment@msuas.ac.zw*** by no later than 1400 hours on Friday, 27 November 2020. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.