

# EXCITING CAREER OPPORTUNITY

## INFORMATION SYSTEM AUDITOR



Send your letter and CV to [career@smfb.co.tz](mailto:career@smfb.co.tz)  
Deadline **21st February 2025**.

Visit  
[www.smfb.co.tz](http://www.smfb.co.tz)

Selcom Microfinance Bank Tanzania is looking for a confident and self-motivated professional to join our dynamic Internal Audit team as an Information System Auditor. This is an excellent opportunity for ambitious individuals who aspire to grow within the Bank through the Internal Audit Department.

### **Responsibilities:**

- Examine and evaluate the adequacy and effectiveness of internal controls including general and application control reviews for simple to complex computer information systems
- Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance
- Examine the banks compliance to legal and regulatory requirements and implementation of policies and procedures.
- Ensuring activities are carried out according to the mandate of the Audit Plan approved by the Board Audit Committee, which entails
- Participate/conduct Audit entrance meetings with the auditee informing the audit objectives, scope and timeline of the audit including the information required from the auditee and obtain auditee areas of interest to be covered during the audit
- Preparation of adequate draft report/Audit discussion memo (ADM) with all observations confirmed by the auditee through the audit including appropriate root causes from the owner and provide risk and recommendations that addressing the root cause and submit the complete ADM to your supervisor for review before exit meeting
- Conduct closure meetings for each assignment performed, so as to incorporate auditee views in the reports and agree on the report, and issuance of Final reports to the owners to provide responses and action plans to mitigate the identified gaps
- Preparation of final reports to be reviewed by the Head of Internal Audit / Audit supervisor and circulation to Management
- Ensure efficiency and effectiveness utilization of Internal Audit systems/tools in the department
- Maintaining and coordinating the day-to-day communication within the internal audit department and with other departments to foster collaboration
- Ensure adequate guidance and support to colleagues/staff working with/under you in all assignments

- Drive remediation of risk management exceptions identified during audit or risk reviews and Promote risk management culture.

### **Requirements and Baseline Skills**

- Bachelor's degree in Information Technology/Computer Science or any other related field from a reputable University/College.
- Certification in IT Audit (CISA, CISM, CEH, CHFI, CISSP).

### **Skills, Knowledge, and Abilities**

- Audit Skills
- Analytical Skills
- Report writing, communication and presentation skills
- Interpersonal Skills
- Knowledge on Microsoft Applications