



Head of Internal Audit (Ref No: DDG-CS/HIA/04/16)

Background: The International Institute of Tropical Agriculture (IITA) invites applications for the internationally recruited position of **Head of Internal Audit**.

IITA is one of the world's leading research partners in finding solutions for hunger, malnutrition, and poverty. Its award-winning research-for-development (R4D) approach addresses the development needs of tropical countries. IITA works with partners to enhance crop quality and productivity, reduce producer and consumer risks, and generate wealth from agriculture. IITA is a non-profit organization founded in 1967 in Nigeria and governed by a Board of Trustees. IITA works on the following crops: cowpea, soybean, banana/plantain, yam, cassava, and maize. It is a member of CGIAR, a global agriculture research partnership for a food secure future. Please visit <http://www.iita.org/> for more information on IITA.

Position Responsibilities:

The IITA Internal Audit unit subscribes to the standards of the International Institute of Internal Auditors, and co-ordinates its work with the CGIAR Internal Audit Unit for all CGIAR Research Programs. The Head of the Internal Audit Unit reports to the Board of Trustees via the Finance and Audit Committee and administratively to the Director General.

The position is responsible for proposing an audit activity plan and prioritizing it on the basis of risk levels, for planning, supervising and performing assurance and advisory services and for communicating results to the Board and Senior Management. The Head of Internal Audit is a key advisor to management on the financial, operational integrity and compliance of the Institute's activities in all its geographically-diverse locations and functional areas of operations, including its expanding Business Incubation Platform (BIP).

Major roles and responsibilities include:

1. Internal Audit Strategy, Policy, Audit Planning, Design and Execution

- Develop Internal Audit Strategy, Policies and Key Performance Indices.
- Develop and execute a comprehensive risk based audit plan to evaluate governance structures, risk management structures and internal control framework management controls.
- Maintain effective working relationships with the IITA's external auditors and co-ordinate audit planning to ensure adequate audit coverage.
- Conduct investigations and/or special assignments as requested by the Board or management.

2. Quality Assurance and Reporting

- Ensure quality assurance of all internal audit reports.
- Issue audit and other reports promptly, including periodic reports to the Board and senior management on key performance indicators of the unit.
- Monitor implementation by management of all recommendations made by the Internal Audit Unit.
- Develop a Quality Assurance and Improvement Program (QAIP) for the Unit's and coach and manage staff.
- Maintain open communication with management and the audit committee.
- Take a lead role in monitoring and reporting on Institute's anti-fraud and integrity programs.

3. Advisory Function

- Provide advice to support the Board and management in the maintenance of a well developed risk management framework, internal control framework, policies and procedures

In addition, the Head of Internal Audit is accountable to the Director of CG IAU (DIAU) on matters of Quality and compliance with IIA standards and IAU guidelines.

- Develop risk based Internal Audit work plans (annual and medium term) in collaboration with the Director of CG IAU (DIAU).
- Liaises with the DIAU over changes to the plan.
- Schedule the audits for the year in consultation with the DIAU.
- Regularly updates the DIAU with status of work in the Unit.

Educational Qualifications

The candidate should have a Bachelor's degree in any discipline and be a Certified Internal Auditor or a Certified Information Systems Auditor. Possession of qualifications such as a Chartered Accountant or Certified Public Accountant will be a major advantage.

Core Competencies

- Sound knowledge of the International Standards for the Professional Practice of Internal Auditing (IIA Standards).
- Experience in working with a leading auditing firm, with international organizations or multinational private sector companies as an Internal Auditor.
- Knowledge of financial audits, project management, risk assessment, information system audit, and proficiency in the use of Oracle or Agresso ERP system is desirable.
- A very good knowledge of governance, risk management framework and concepts and internal control framework (e.g. COSO).
- A mature understanding of the ethical framework for internal auditors and ability to appreciate ethical issues applicable generally in the work place.
- A minimum of 10 years experience (5 of which must be in a senior position) in the internal audit function is required.
- Excellent command of English is a must and working knowledge of French will be an advantage.
- Strong computer skills, including MS Office, spread sheets and database management.
- Ability to work with minimal supervision, when necessary, and to meet tight deadlines.
- Excellent interpersonal skills.
- Willingness to undertake substantial travel within Africa.

Duty station: Ibadan, Nigeria

General information: The contract will be for a period of three years. IITA offers internationally competitive remuneration package paid in U.S. Dollars.

Applications: Applications must include covering letter which should address how the candidate's background/experience relates to the specific duties of the position applied for, curriculum vitae, names and addresses of three professional referees (which **must** include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work). The application should be addressed to the Head, Human Resources Service. Please complete our online application form using this link: <http://www.iita.org/careers>

Closing Date: 10th May 2016

IITA is an equal opportunity employer and particularly welcomes applications from women candidates.

Please note that only shortlisted candidates will be contacted.