

**AFRICAN DEVELOPMENT BANK
VACANCY NOTICE N° ADB/13/042**

Position Title: Principal Internal Control Officer	Grade: PL-4	Position N°:	Closing Date: 22nd March 2013
Department/Division: Financial Control FFCO / Internal Control Unit (ICU)	Supervisor's Name & Title: Mr. Joachim TCHAKOTE, Head, Internal Control Unit, ICU		
<p>The objectives of the COSO implementation are to assure or enhance the reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations.</p>			
<p><u>Duties and Responsibilities</u> : Under the general supervision of the Head, Internal Control Unit, ICU, the incumbent will carry out the following functions, namely:</p>			
<ul style="list-style-type: none"> • Champion the update of internal control documentation, Management Evaluation Programme, Walkthrough and Test controls required to meet the annual attestation. • Take responsibility for the Bank's annual control work programme using COSO internal control framework and the Control Self-Assessment (CSA) process. • Provide intellectual leadership on internal controls and formulate and implement the Bank's annual internal control work programme. • Monitor and evaluate external profession developments in an increasingly complex regulatory environment which may affect the efficacy of the Bank's internal control structure and managements reporting to the Bank's various stakeholders. • Ensure that the letters of representation confirming the existence of effective internal controls are completed by various organizational units and received in FFCO on time to support the annual assertion. • Facilitate CSA workshops throughout the Bank, both at the Head Offices and in the field. This includes the documentation of key internal control issues identified by the participants, together with leading the discussion and identification of possible actions to strengthen their controls. • Report on the periodic review of control effectiveness's by organizational units throughout the Bank and monitor the completion of internal control enhancement plans by organizational units throughout the Bank. • Provide support in the preparation of the COSO implementation report for the Board and the annual COSO report to the Audit and Finance Committee. • Assist in building and driving the implementation and management of the Operational Risk framework within the Bank. • Assume interim management responsibility for the Unit during the absence of the substantive manager. 			
<p><u>Selection Criteria: (including desirable skills, knowledge and experience):</u></p>			
<ul style="list-style-type: none"> • Master's degree or equivalent in Accounting, Finance, Business Administration or Economics; membership in an internationally recognised professional accounting body e.g. CA, CPA, ACCA, CIA, CISA or Expert Comptable is an advantage. • Minimum of 6 years of relevant experience in either compliance or audit (preferably a combination of "Big 4" and industry experience). • Strong and demonstrated experience in handling technical accounting and financial reporting issues. • Sound knowledge and experience of COSO internal control framework and the ability to apply COSO in an Audit process. • Fluency in English and/or French with a working knowledge of the other • Conceptual, analytical and financial modeling skills. • Competent in Bank standard software (Word, Excel, Access, Visio and Power Point) and Bank's systems (SAP, SUMMIT, NUMERIX). 			
<u>Submitted by:</u> Clement Opare, OIC, CHRM.1			<u>Date:</u>
<u>Approved by:</u> Clement Opare, Ag. Director, CHRM			<u>Date:</u>