



## **EXCITING CAREER OPPORTUNITY**

**Job Title: Internal Control Officer**

**Reporting to:** Senior Internal Control Officer

**Location:** Mwanza

### **JOB SUMMARY**

The Internal Control Officer is responsible for identifying, analyzing, evaluating, recommending, reporting and constantly monitoring the implementation of approved controls and limits to ensure compliance to policies and procedures in all head office departments and branches.

### **ESSENTIAL DUTIES**

#### **Control activities:**

- Conduct Internal Control reviews to branches to ascertain the level of compliance with policies and procedures governing Lending, Back Office Operations & Delivery Channel performance, Customer Accounts Management, Savings, Customer Service Level, Bancassurance and General branch Administration.
- Detect violations of controls at early stages to limit damage to material amounts through ex-ante and ex post monitoring.
- Carry assessment of different operations in order to identify control gaps and make recommendations for preventive actions.

- Conduct analysis of the reasons and circumstances that lead to fraud and provide recommendations on the changes needed to protect the company from such incidents.
- Report on all noncompliance issues which can negatively affect the company operation and distort its image in the market;
- Conduct offsite control review to identify warning signals/red flag that exposed the bank to loss
- Conduct Internal Control review to Head Office departments and functions to ascertain the level of compliance to approved policies and procedures governing decision making, approvals, payments and documentation on paper and core banking system information.
- Conduct regular independent review on accounts proposed for write off before presented to Board of Directors for approval to ensure Compliance to write off process

### **Reporting:**

- Draw risk matrices upon which frequency and duration of inspection can be based, conduct desk preparation for inspection and carry out entry and exit meetings with the inspected unit to ensure alignment of control activity.
- Timely prepare and submit accurate internal control assessment reports within the approved assessment schedule.
- Based on findings, make adequate recommendations for improvement in the implementation of controls, policies and procedures.
- Maintain all inspection records and continuously monitor the implementation of recommended action plans. Monitor other action plans including those from management and other internal and external examiners.
- Prepare monthly Internal control activities Report and submission to senior internal controls officer

### Training.

- Test the staff's knowledge on policies and procedures. Identify training needs for staff involved in the process and properly recommend for process training.
- Regularly conduct training for staff to address controls and minimize breach of policy and procedures.
- During the control assessment, provide guidance and conduct coaching to staff in some of the areas of weakness that have been identified.

### Policy Compliance

- Identify areas for improvement in the policies, procedures and processes and make recommendations for changes. If appropriate, participate in the annual policy review process.

- Ensure strict compliance with the Code of conduct and act as Ethics Officers while carries internal controls activities

**Required Qualifications:**

- **Education:** A University degree in Economics, Finance, Social or Natural Science, Business Studies with Accounting or Banking Option, Computer Science or Information Technology. Certification in Fraud Examination, Compliance, or Risk Management will be an added Advantage.
- **Language:** A good command in written and spoken English
- **Experience:**
  - o 1 year Experience working with either Micro-finance or Banking institution
  - o A sound knowledge of principles and practices of Microfinance, banking, and other deposit taking and or lending Institutions

**Apply: Send your CV not later than November 25, 2025 to**  
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#Only shortlisted candidates will be contacted