



We Are

# Hiring

Join Our Team

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## Open Positions

We're looking for a qualified professional to join our team at BRAC Tanzania Finance Limited to fill the vacant below;

### • Internal Audit Manager

To ensure the organization's internal controls, governance processes, and risk management frameworks are functioning effectively and efficiently ultimately aiming to prevent fraud, optimize performance, and maintain compliance with internal.

NB: All application must be send through  
Email : [recruitment.tanzania@brac.co.tz](mailto:recruitment.tanzania@brac.co.tz)

Application deadline:

**25<sup>th</sup> January 2026**

**APPLY NOW**



### Career with BRAC Tanzania Finance Limited

BRAC Tanzania Finance Limited (BTFL) is the largest Microfinance organization in Tanzania with a mission to responsibly provide a range of financial services to people at the bottom of the pyramid. We particularly focus on women living in poverty in rural and hard-to-reach areas to create self-employment opportunities, build financial resilience, and harness women's entrepreneurial spirit by empowering them economically.

BRAC Tanzania Finance LTD is seeking applications from competent, dynamic and self-motivated individual to fill up the following position.

#### **Internal Audit Manager**

To ensure the organization's internal controls, governance processes, and risk management frameworks are functioning effectively and efficiently ultimately aiming to prevent fraud, optimize performance, and maintain compliance with internal.

#### **Job Responsibilities:**

- To assist Country Head of Internal Audit in preparing an individual Audit plan, Monthly Audit plan and Annual Internal Audit plan
- To advise and supervise the audit activities carried out by the audit team as per the Annual Internal Audit plan.
- To collect, review, finalize and submit the reports to Country Head of Internal Audit in due time
- To prepare quarterly summarized report and submit to Country Head of Internal Audit
- To carry out our special/investigation audit.
- To ensure conformity with Internal Audit Manual in all phases of the audit process.
- To delegate, allocate and assign audit team to carry out the audit work.
- To ensure the timely and effective execution of the audit team.
- To attend exit meeting with auditee's management to discuss on the audit findings identified during the course of audit.
- To discuss with Country Head of Internal Audit of major risks or audit findings identified in the audit report
- To review and discuss on the reply received from auditee for any dispute or disagreement.
- To ensure that audit engagements are conducted in accordance with the Audit work programme and objectives of the audit has been achieved.
- To carry out annual stock count in country office and BRAC Learning Centre
- To assist Country Head of Internal Audit in the formulation of the audit techniques, Audit guidelines, audit programme and checklists for the performance of the work.
- To carry out any other work assigned by Country Head of Internal Audit
- To perform annual performance appraisal for internal auditors under his or her supervision within internal audit department
- To ensure preservation of various documentation for audit work such as working paper, supporting evidence, permanent file, current file, circular, minutes, office memo etc.
- To participate in the department meeting to discuss the issues of Internal Audit Department.
- Preparing meeting minutes and submitting them to Country Head of Internal Audit.
- To ensure proper follow-up on the items discussed in the department meeting and monthly meeting.
- To monitor internal audit performance and training needs requirements.
- To arrange training activities for the internal auditor of Internal Audit Department
- To help Country Head of Internal Audit in conducting training.
- Follow up on audit recommendations

#### **Safeguarding Responsibilities**

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals for safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.



**Required Qualifications and Experience:**

- CIA/CPA/ACCA, Masters/Graduate in B. Com, Accounts/Finance or any other related field. Candidates pursuing
- At least 5 to 6 years audit working experience in a Financial Institution
- Experience in managing a team and collaborating and coordinating between different teams to achieve objectives.
- Communication skills, (Oral, Written, Report Writing and Presentation)
- Analytical critical thinking.
- Technical knowledge

**How to apply:**

If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

**Candidate** needs to email their CV with a letter of interest mentioning educational level, years of experience, and expected salary at [recruitment.tanzania@brac.co.tz](mailto:recruitment.tanzania@brac.co.tz) quoting the job title on the email subject (**Internal Audit Manager**).

**Only complete applications will be accepted, and shortlisted candidates will be contacted.**

**Application deadline: 25<sup>th</sup> January 2026**

*BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.*

*BRAC is an equal opportunities employer.*