

BENJAMIN WILLIAM MKAPA FOUNDATION



EMPLOYMENT OPPORTUNITY

The Benjamin William Mkapa Foundation (BMF) is a non-profit Trust, established in 2006 with the vision towards healthy lives and well-being for all, in Tanzania and the rest of Africa. Its strategic mission is to innovate sustainable and resilient health and related system solutions for equitable health outcomes. BMF's Vision and Mission can be achieved through empowered workforce, which is self-motivated, committed to growth and integrity, and the one who seeks excellence in execution. BMF seeks for innovative, self-driven, dynamic, and competent qualified candidates to fill the vacancy below: -

Position Title: Internal Audit and Risks Officer

Reports to: Chief Executive Officer

Department: CEO's Office

Duty Station: Head Office - Dar es Salaam

Overall, Purpose of the Job

The detail-oriented and analytical Part-time Internal Audit and Risks Officer will provide independent assurance on the effectiveness of governance, risk management, and internal control systems across the Foundation. The role involves conducting audits, developing risk frameworks, reviewing policies, and supporting governance structures to ensure compliance with internal and external regulations

Key Roles and Responsibilities

- Develop and monitor the Foundation's risk management framework.
- Coordinate the preparation of annual and quarterly updates of Institutional risk profile and report its update to the Audit and Finance Committee on quarterly basis.
- Prepare and implement the annual risk-based audit plans.
- Prepare and present quarterly reports to the Audit & Finance Committee.
- Review and recommend improvements to internal control systems.
- Keep management informed of audit progress and compliance issues.
- Conduct quarterly audits, site visits, and compliance assessments across all projects.
- Ensure adherence to laws, donor requirements, and internal policies.
- Advise management on taxation and regulatory obligations.
- Investigate fraud, misappropriation, and other irregularities.
- Report strategic risk exposures to the Audit Committee.
- Review and update internal audit policies, manuals, and charters.
- Analyze financial data and operational processes to identify areas for improvement
- Recommend revisions of policies and regulations to align with current laws and operational practices.
- Conduct systems audits and recommend improvements.
- Review governance structures and advise on oversight effectiveness.
- Support the work of External Auditors and Coordinate with them in providing combined assurance.
- Follow up on audit recommendations and support annual board evaluations.
- Support documentation and coordination of committee meetings.

Qualifications and Experience:

- Bachelor's degree in accounting, Finance, Auditing, or related field.
- Professional certification (e.g., CPA, CIA, CISA) is an added advantage.
- Minimum of 3 years of experience in internal audit and risk management.
- Strong understanding of governance, compliance, and donor regulations.
- Strong knowledge of internal control evaluation and report writing
- Excellent analytical, communication, and reporting skills.

MODE OF APPLICATION:

For all interested candidates, kindly fill out the application form via the link below:

[Application Form - Internal Audit and Risks Office](#)

Kindly attach the required documents as stated in the application form. The deadline for the application is **Monday, 8th June 2026**

BMF is an equal opportunity employer, and we value diversity. BMF is committed to the principles of safeguarding in the workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible. In the event of any abuse, you may report by submitting you complains via <http://whistleblow.mkapafoundation.or.tz/>

**RELEASED BY:
CHIEF EXECUTIVE OFFICER,
BENJAMIN WILLIAM MKAPA FOUNDATION
27th May 2026**