



# AIMS

African Institute for  
Mathematical Sciences  
**NEXT EINSTEIN INITIATIVE**

The Secretariat  
District Gasabo, Secteur Kacyiru  
Cellule Kamatamu Rue KG590 ST  
Kigali, Rwanda

## **A Career Opportunity to advance our work transforming Africa through innovative scientific training, technical advances and breakthrough discoveries!**

In keeping with our mission to enable Africa's brightest students to flourish, at AIMS we are equally dedicated to fostering an environment in which we enable and challenge our internal talent to flourish to their fullest capacity as we strive to generate The Next Einstein!

We need your passion, knowledge and expertise to be our next...

### **Internal Auditor!**

Based from the AIMS-NEI Secretariat, and reporting to the Audit & Finance Committee of the International Governing Board, the Internal Auditor will add value and improve our operation by bringing a systematic and disciplined approach to the effectiveness of finance management, control, and governance processes.

As a dynamic and multi-talented auditing professional, you will perform and control the full audit cycle including risk management and control management over operational effectiveness, financial reliability and compliance with all applicable policies, practices and legal regulations. You will also determine internal audit scope and develop annual plans to meet network wide requirements. You have demonstrated ability to obtain, analyze and evaluate accounting documentation, historical reports, data, flowcharts, and the like, to inform the documentation of processes, along with the preparation and presentation of reports. You are at ease to act as an objective source of independent advice to ensure validity, legality and achievement of goals and objectives.

As an experienced leader, you will identify loopholes and recommend risk aversion measures and cost savings, maintain open communication with the management team and Audit & Finance Committee to conduct follow up audits to monitor management interventions. You are known for your ability to foster engagement for continuous learning of sector rules, regulations, best practices, tools, techniques and performance standards, all to ensure compliance with internal regulations and established control protocols. From time to time, you will be called on to conduct ad hoc investigations into identified or reported risks, oversee risk-based audits covering operational and financial processes and ensure complete, accurate and timely audit information is reported to Management and/or Risk Committees for relevant action.

You are no stranger to the realities of a decentralized service delivery model and have the ability to establish and implement a variety of operational and administrative protocols, practices and systems to support and manage all aspects associated with a seamless audit function.

This is a full-time, open opportunity based at the Secretariat in Kigali, Rwanda.



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## Do you have what we need?

- Degree in Internal Auditing, Financial Accounting or Financial Management
  - Minimum 10 years, proven working experience as Internal Auditor or Senior Auditor
  - Ability to manipulate large amounts of data and to compile detailed reports
  - Proven knowledge of auditing standards and procedures, laws, rules and regulations
  - High attention to detail and excellent analytical skills
  - Accreditation with the Institute of Internal Auditors
  - Analytical thinker with strong conceptual and problem-solving skills
  - Meticulous attention to detail with the ability to multi-task
  - Ability to work under pressure and meet deadlines
  - Ability to work independently and as part of a team
  - Fluency in English is essential
  - Articulate communication skills, both verbal and written
  - Flexible to adapt to an evolving environment
- Advanced computer proficiency using MS Office, accounting software and databases; knowledge and experience with AccPac, highly desirable

## Are you ready to take on this role and be a part of the transformation?

Submit your letter of motivation, including salary expectations together with a detailed CV in English to: [careers@nexteinstein.org](mailto:careers@nexteinstein.org) (i.e. quote "Internal Auditor\_Internal" in the subject line). Applications will be accepted until July 15, 2020.

Once your application is reviewed, you will be notified via e-mail of next steps in the process. From time to time, and as circumstances change within the organization, AIMS may elect to accelerate, extend or discontinue the selection process. As such, AIMS reserves the right not to make an appointment at its sole discretion.

AIMS-NEI is an equal opportunity employer.