



Tanzania Mortgage Refinance Company Limited (TMRC) is a private sector financial institution owned by commercial banks and other housing related institutions. The purpose of TMRC is to support banks to do mortgage lending by refinancing banks' mortgage portfolios on long term basis. TMRC is a Secondary Market Mortgage Liquidity Facility (MLF) for banks. (www.tmrc.co.tz).

TMRC is hereby inviting applications from suitable qualified candidates to immediately fill in the following vacant position currently existing in the company;

Job Title : **Internal Audit Manager**

Report : Functionally to the Board Audit and Risk Committee and administratively to the Chief Executive Officer

Job Description

The incumbent will be responsible for monitoring, evaluating and improving the effectiveness of risk management, internal controls, and corporate governance processes in the Company.

Key responsibilities:

- Ensure TMRC's operations are conducted in compliance with local legislation, statutory regulations and internal policies, procedures, directives and guidelines;
- Ensure Internal controls are in place and are working to minimize credit, market, liquidity market and operational risks;
- Provide efficient administration of Internal Audit department;
- Formulate and recommend long term and short term plans of the Audit Department;
- Determining internal audit scope and developing annual audit plans;
- Carry out frequent audits on TMRC operations in line with the approved annual audit plan;
- Coordinate preparations of Internal Audit reports;
- Advice and consult with all heads of departments Internal as well as External on the Audit findings;
- Conduct follow up audits to monitor progress of implementation of audit recommendations by heads of departments
- Compile reports to the Board Audit and Risk committee timely;
- Conduct special investigations whenever required;
- Act as an objective source of independent advice to ensure validity, legality and goal achievement;
- Identifies gaps and recommends risk aversion measures and measures for minimizing losses;
- Develops internal regulatory norms/standards and;
- Suggest changes to policies and procedures, if any.

Qualifications and experience needed:

- I. Bachelor degree in Accounting , Finance, Economics, Commerce or equivalent qualifications
- II. Must be certified Public Accountant registered with the National Board of Accounts and Auditors (NBAA). Certified Internal Auditors and Certified Information System Auditor will be an added advantage.
- III. At least 5 years of experience in Internal Audit preferably in banks and/or financial institutions
- IV. Must have thorough understanding of principles and techniques of risk assessment and risk mitigation.
- V. Knowledge and skills in computer applications for auditing purpose
- VI. Familiar with IPPF and IFRS
- VII. Well knowledgeable and experienced in banking operations or financial institutions
- VIII. Managerial experience will be an added advantage

Remuneration:

Tanzania Mortgage Refinance Company Limited offers an attractive remuneration package and an excellent working environment.

Mode of application:

Qualifying candidates should **apply online only** through hr@tmrc.co.tz indicating the address below and enclosing the following;

1. An application letter showing how they meet the post's requirements
2. Comprehensive Curriculum Vitae
3. Contact address including telephone number(s) and/or e-mail address(s)
4. Names and full address of three (3) professional related referees.

Closing date:

Applications will be considered valid if sent/received before or by **22nd September 2017**

Human Resources & Administration Manager

Tanzania Mortgage Refinance Company

P.O Box 7539

Dar es Salaam

Tanzania

Please note that only short-listed applicants meeting the above requirements will be contacted.