



TERMS OF REFERENCE FOR GRADUATE INTERN

1.0 Background

Tanzania Mortgage Refinance Co. Ltd (TMRC) is a private sector company which was incorporated in January 2010 and started operations in January 2011 to implement the Housing Finance Project (HFP) on the development of mortgage market in Tanzania. Currently with 17 shareholders with paid up capital amounting to TZS 25.84 billion, TMRC is a secondary market lender providing liquidity to Primary Mortgage Lenders (PMLs) through the extension of long term loans to PMLs. TMRC is licenced by the Bank of Tanzania (BOT) as a non-deposit taking institution. Membership is open to banks and non-banking institutions which have an interest in the development of the housing sector. (www.tmrc.co.tz)

2.0 Objective

TMRC is looking at recruiting a graduate intern to be placed in the ICT unit so as to provide growth and learning opportunities to the intern whilst tapping knowledge and skills from them so as to identify potential employees for the future. Through the internship programme, intern will be provided with valuable work experience and skills to enhance future employability.

ICT Internship

Scope of Work

ICT Intern is sought for an interesting professional learning opportunity to contribute to the work of the ICT Unit with an immediate start. Under the supervision of the IT Manager, the intern will be tasked to support the unit with the following duties:

- I. Assisting with troubleshooting network, computer hardware and software
- II. Assisting in Software installations and configurations
- III. Setting up computer workstations
- IV. Assisting backup and restore of company information
- V. Ad hoc end-user support via email, IM, phone and in-person
- VI. Assisting in ICT documentation

- VII. Ensuring requests are properly opened, resolved in a timely manner, documented and closed
- VIII. Other similar duties as assigned by Supervisor

Educational qualifications

- Completed, a university degree with a focus on Information Technology, Information Systems, Computer Science or Computer Engineering

Languages

- Excellent oral and written communication skills in English is required.

Practical Knowledge

- Knowledge in and/or understanding of Computer (laptop/desktop), hardware and software, Microsoft Office suite.
- Familiarity with networking,
- Knowledge of Service Desk ticketing systems would be an advantage
- flexible mind
- Demonstrated ability to work proactively and independently, doing so in a well-organised manner and exercising sound judgment.
- Any ICT certification will be an added advantage

Internal Audit Internship

Scope of Work

The scope of work for this arrangement shall include job responsibilities of the Internal Audit – intern who will be placed at TMRC.

The intern will be required to help the Head of Internal Audit in her daily activities and will receive constant coaching - until such time when an agreement comes to an end. Both the supervisor and intern are to ensure the Internal Audit department objectives are met in a disciplined manner whilst ensuring compliance to ISA and code of ethics.

The table below indicates responsibilities to be performed by the intern;

No.	Duties and Responsibilities	Frequency
1)	With the guidance of the Head of Internal Audit, perform business understanding and prepare the risks and controls matrix for the audits to be conducted and ensure the Process, Risks and Controls document developed is risk based	Adhoc, depending on plan
2)	With the guidance of the Head of Internal Audit, develop adequately defined audit tests that clearly examine compliance to various regulations, directives and company's policies and procedures	Adhoc, depending on plan

3)	With the guidance of the Head of Internal Audit, prepare working papers for audit assignments performed.	Adhoc, depending on plan
4)	With the guidance of the Head of Internal Audit, develop internal audit recommendations to assist auditees with improving the operations and internal control system	Adhoc, depending on plan
5)	Communicating results of the audit to Head of Internal Audit for further preparation of the high quality draft internal audit reports with agreed timelines	Adhoc, depending on plan
6)	Communicating the status of the audit to Head of Internal Audit on regular basis	Daily
7)	With the guidance of the Head of Internal Audit, perform third party SLA reviews	Quarterly
8)	With the guidance of the Head of Internal Audit perform Compliance checklist review	Monthly
9)	Execute on special assignments as assigned by Head of Internal Audit.	Adhoc.

The deliverables for the Tasks will include the testing strategies for audits to be conducted, working papers for audits to be conducted and issues' log to be discussed with auditees.

Qualifications

Internal Audit Intern should possess a bachelor's degree in accounting/finance or equivalent from recognized university/college.

Mode of application:

Qualified interns are encouraged to apply online only through:

hr@tmrc.co.tz enclosing the following:

- i. Curriculum Vitae;
- ii. Degree certificates/Academic transcript; and
- iii. Two (2) referees, one must be from the last college attended.

Closing date:

Interns Applications will be considered valid if sent/received before or by **9th August 2021**

Only successfully candidates/interns will be contacted for interview