



AFRICAN CIVIL AVIATION COMMISSION

JOB DESCRIPTION

POSITION INFORMATION

Post Title:	Internal Auditor
Level:	P4
Reports to Position	Bureau (direct); Secretary General (indirect)

THE ORGANIZATION SETTING

AFCAC's main responsibility as the Executing Agency (EA) is to ensure the consistent and full implementation of the Yamoussoukro Decision (YD) and the realization of the Single African Air Transport Market (SAATM) towards contributing to the African Union Agenda 2063. The objective is, amongst others, to facilitate seamless and smooth operationalization of the SAATM to ensure the sustainable development of air transport and that activities of the Executing Agency (EA) facilitates the growth of the intra-African Air Transport Market.

The EA's role, therefore, ensure the even-handed enforcement of the YD and the EA's regulatory oversight responsibilities across all AU member States is to ensure consistent application of and adherence to the Regulatory and Institutional Legal Instruments of the YD and its Operational Rules and Procedures thus ensure that the operationalization of the SAATM creates a conducive environment for sustainable development of air transport in Africa.

AFCAC's regulatory oversight responsibilities are not only economic and technical in nature but also span across all AU member States as does its mandate to render technical assistances, in collaboration with Partners to State Parties that subscribes to SAATM to enhance the effective implementation of ICAO's SARPs aimed at sustainable development of air transport.

PURPOSE OF THE POSITION RESPONSIBILITIES – IMPACT OF OUTCOME OF THE POSITION

The Internal Auditor is responsible for providing independent, objective assurance and consulting services that are designed to add value and improve AFCAC's operations. By bringing a systematic and disciplined approach to evaluating and improving the effectiveness of risk management, control, and governance processes, the Internal Auditor contributes directly to the achievement of AFCAC's strategic goals.

This position requires a professional with sound judgment, strong analytical skills, and extensive knowledge of internal audit practices and standards. The incumbent must maintain the highest standards of integrity, confidentiality, and impartiality while performing audits and advising senior management.

In addition to technical responsibilities, the Internal Auditor plays a key managerial role by advising senior leadership. The incumbent ensures alignment of audit work with AFCAC's strategic direction and facilitates coordination with internal and external stakeholders.

MAJOR DUTIES AND RESPONSIBILITIES

A. Internal Audit Planning and Execution

- Develop, update, and implement a comprehensive, multi-year risk-based annual internal audit plan in alignment with AFCAC's strategic objectives and operational priorities.
- Conduct financial, operational, compliance, and performance audits across departments, units, and projects.
- Review and assess the adequacy, effectiveness, and efficiency of internal controls and operational processes.
- Ensure audits are executed in accordance with International Standards for the Professional Practice of Internal Auditing (IPPF).

B. Risk Management and Internal Control

- Identify and assess key risks across organizational processes and recommend improvements to mitigate those risks.
- Monitor and evaluate the implementation of risk mitigation strategies.
- Provide advisory services to management on internal control design and risk management frameworks.
- Conduct internal control reviews in new and high-risk areas to provide timely feedback to management.

C. Compliance and Investigative Functions

- Ensure compliance with AFCAC's financial rules, administrative policies, procurement procedures, and donor requirements.
- Conduct special audits and investigations related to suspected fraud, waste, abuse, or other irregularities.
- Recommend corrective actions and improvements based on investigative findings.

D. Reporting and Governance Support

- Prepare detailed audit reports with observations, risk assessments, and practical recommendations for improvement.
- Present audit findings and reports to the Secretary General and, when required, to the Bureau or relevant governance structures.
- Track and follow up on the implementation of audit recommendations.
- Maintain a comprehensive audit trail and documentation in accordance with professional standards.

E. Institutional Strengthening and Advisory Role

- Promote awareness of internal controls and risk management through training sessions and advisory services.
- Provide proactive advice to senior management on governance and internal control best practices.
- Support organizational development initiatives and contribute to improving operational policies and procedures.

F. Managerial and Strategic Responsibilities

- Provide strategic leadership in the planning and execution of audit engagements aligned with AFCAC's institutional priorities.
- Supervise consultants, junior auditors, or ad hoc staff involved in audit missions when applicable.
- Advise senior management and governance bodies on emerging risks, audit priorities, and process improvements.
- Represent the internal audit function in strategic planning discussions and institutional reform efforts.
- Ensure the integration of audit recommendations into management decisions and policy updates.
- Coordinate with external auditors and oversight bodies to harmonize audit processes and follow-up actions.

REQUIRED EXPERTISE

- Knowledge of recent trends in the continental and world air transport industry in relation to liberalization, competition, consumer protection, and, particularly in relation to the YD its Annexes;
- Good knowledge of ICAO's and regional organizations initiatives on Liberalization, Competition and Consumer Protection and that of others
- Fluent reading, writing and speaking abilities in one of the AFCAC languages and working knowledge of the other is desirable.
- Excellent interpersonal and problem-solving skills

QUALIFICATION AND EXPERIENCE

Educational Background

- A Bachelor's degree in Accounting, Finance, Business Administration, Audit, or related field is required.
- Must have served and completed articles in a reputable international audit firm.
- Professional certification is mandatory: CIA (Certified Internal Auditor), CPA, CA, CISA, or ACCA.

Professional Experience

- A minimum of **seven (7) years** of progressively responsible experience in internal auditing, external auditing, risk management, or financial compliance.
- Good knowledge of public sector accounting standards currently used at AFCAC including reporting requirements of development partners.
- Experience working in intergovernmental, public sector, or international organizations is strongly preferred.
- Familiarity with auditing in aviation, transport, or infrastructure-related environments is an asset.

REQUIRED EXPERTISE

- Proven expertise in designing and implementing risk-based audit methodologies in line with international auditing standards (e.g., IPPF).
- Proven abilities to prepare internal audit reports detailing the overall institutional performance against the multi-year plan and to carry out effective monitoring and intervention when necessary.
- Extensive experience conducting financial, operational, compliance, and performance audits in complex institutional environments.
- Strong understanding of public sector governance, internal control frameworks, and risk management systems.
- Demonstrated ability to identify control weaknesses, assess risks, and provide practical and strategic recommendations.
- Familiarity with donor-funded projects and the financial and reporting obligations they entail.
- Experience conducting special audits or investigations, including fraud risk assessments and forensic reviews.
- Ability to work with audit software, data analytics tools, and enterprise resource planning (ERP) systems.
- Excellent report writing, presentation, and advisory skills, with the capacity to communicate technical issues to senior management and governance bodies.
- Strong knowledge of administrative, procurement, and human resources procedures, especially within intergovernmental organizations

COMPETENCIES

Technical Competencies

- Strong knowledge of auditing standards (IPPF, INTOSAI, or equivalent).
- Internal control and risk management frameworks
- Proficiency in financial analysis, risk assessment, and audit methodologies.
- Sound understanding of budgeting, procurement, HR, and financial systems.

Behavioral Competencies

- High standards of integrity, ethics, and objectivity.
- Excellent analytical, problem-solving, and critical thinking skills.
- Ability to communicate complex audit findings clearly and persuasively.
- Strong interpersonal and organizational skills; ability to manage multiple tasks.
- Ability to work independently while maintaining a cooperative team spirit.

WORK RELATIONSHIPS AND CONTACTS

INSIDE THE ORGANIZATION

- Bureau, Secretary General,

- Directors, Unit Heads,
- Finance, Administration, Procurement, HR
- Project Manager.
- Others

OUTSIDE THE ORGANIZATION

- External Auditors,
- African Union Oversight Bodies,
- Consultants, Donors (AfDB, WB, EASA, etc.)
- Regulatory Partners.
- Others

PERFORMANCE INDICATORS

- Timely preparation and implementation of a risk-based Multi-year Internal Audit Plan approved by the Bureau.
- Number and quality of audit assignments completed within agreed timelines and in compliance with auditing standards.
- Percentage of audit recommendations accepted and implemented by management within the agreed timeframe.
- Quality and clarity of audit reports, including relevance of findings and feasibility of recommendations.
- Responsiveness to urgent audit and investigation requests from senior management or oversight bodies.
- Quality and timeliness of advisory inputs provided to support risk management, internal control improvements, and institutional governance.
- Evidence of strengthened compliance, reduced risks, and improved accountability across AFCAC operations as a result of audit interventions.
- Positive feedback from stakeholders (SG, Bureau, external auditors) regarding the added value and independence of the internal audit function.
- Maintenance of high ethical standards, confidentiality, and impartiality throughout audit engagements.
- Demonstrated leadership in managing audit teams and engagements.
- Level of influence in institutional planning and policy through audit recommendations.
- Effective coordination with external oversight and donor audit mechanisms.
- Quality of mentorship and technical guidance provided to junior staff or consultants.