

Overview

The Botswana Trade Commission (BOTC) is a Parastatal under the Ministry of Trade and Industry Botswana (MITI) established in 2013 through an act of Parliament pursuant to Article 14 of the SACU Agreement of 2002.

The mandate of BOTC is to provide for an efficient and effective system for the administration and facilitation of international trade, to regulate the import and export of goods, to provide for the implementation of the SACU Agreement and to provide for matters incidental thereto. This is done with an aim to promote fair trade and industry competitiveness.

INTERNAL AUDITOR

To provide objective and independent assurance to Management and the Commission on the adequacy and effectiveness of governance, risk management, and control processes through assurance and internal consulting activities. These efforts aim to add value and improve the Commission's operations while ensuring compliance with the International Standards for the Professional Practice of Internal Auditing (Auditing Standards) in all engagements.

POSITION REQUIREMENTS:

Education: Degree in Accounting, Business Administration, or Auditing.

Professional auditing qualification such as CIA, CISA, or an equivalent accounting qualification such as ACCA or CIMA.

Experience: A minimum of twelve (12) years experience as an Auditor, three (3) of which should have been at a managerial level in a comparable organization.

JOB RESPONSIBILITIES

KEY RESULTS AREA

- Strategy, Management, and Organization of the Internal Audit Function
- Risk-Based Audit Plan Development
- Governance, Risk Management, and Control Process Assurance
- Internal Audit Plan Execution
- Resource Management
- People Management Effectiveness

ACTIVITIES

- Leads the Internal Audit team to deliver efficient service by holding monthly performance reviews.
- Facilitates performance plans and individual contracts to achieve divisional targets.

- Ensures compliance with policies and procedures, including industrial relations, corporate governance, and codes of conduct.
- Reviews and implements training and development plans for staff based on individual development needs.
- Plans and optimizes resources, including financial resources, to reduce reliance on government spending.
- Conducts reviews of financial and non-financial controls to assess their effectiveness.
- Ensures regulatory compliance and prepares internal audit reports with findings and recommendations for submission to Management and, where necessary, the Board.
- Provides independent assurance to Management, the Board, and other stakeholders on governance, risk management, and control processes.
- Reviews procedures, external audit reports, and compliance reports to identify urgent attention areas.
- Advises Management and relevant stakeholders on issues posing potential risks to the Commission, with recommendations for corrective actions.
- Reviews financial and operational plans and performs risk assessments to identify audit focus areas.
- Develops comprehensive audit plans covering all business aspects, leveraging prior year audits and external auditor insights.
- Monitors progress of the audit plan and communicates significant changes to Management for approval.
- Develops the strategy, policies, and procedures for the internal audit function to ensure quality assurance and consulting services.
- Manages the internal audit function in line with the QMS and PMS adopted by BOTC.
- Allocates appropriate, sufficient resources to execute the audit plan approved by the Audit Committee.
- Coordinates with external auditors and other assurance service providers to ensure proper coverage and minimize duplication.

MEASURES

- Audit results
- Availability of performance contracts
- Compliance with procedures
- Turnaround times
- Percentage cost savings against plan
- Number of implemented cost-saving suggestions
- Quality of reports
- Timely submission of reports
- Percentage compliance to auditing standard
- Quality of reports
- Implementation status reports
- Compliance with auditing standards
- Organizational audit results
- Existence of risk-based audit plans
- Percentage of plan executed
- Percentage of changes to the audit plan approved
- Percentage of work executed against the plan



- Existence of an updated Audit Manual
- Percentage compliance
- Percentage execution of the audit plan
- Achievement of strategic and operational objectives

KNOWLEDGE, SKILLS AND BEHAVIOURS (COMPETENCIES)

- Team Player
- Leadership
- Planning and Organizing
- Critical Thinking and Innovation
- Technical Skills
- Decisiveness and Assertiveness
- Relationship Management

All applications are to submit **ONLY application letters and CVs.**

Application letters should be addressed to: **Chief Executive Officer
Botswana Trade Commission
Private Bag 3 AAD
Gaborone**

Applications must be sent to recruitment@botc.org.bw
No hand-delivered applications will be accepted

The deadline for submission is **7th February 2025**

