



**TERMS OF REFERENCES FOR THE RECRUITMENT OF INTERNAL AUDITOR & ANTI FRAUD
MANAGER**

Job Vacancy

1. BACKGROUND

Prime Insurance Limited is an insurance company, established in 1995 by Rwandan investors, a licensed general and life insurance company authorized by the National Bank of Rwanda (BNR).

The Company is seeking to recruit a highly skilled, self- motivated and experienced person to fill the following post:

2. INTERNAL AUDIT MANAGER

Under the supervision of Chief Executive Officer, the Internal Audit & Anti-Fraud Manager shall be responsible for establishing annual audit plan to be approved by Audit Committee, Making follow up for the implementation of audit recommendations from both internal and external auditors, ensuring the availability of reports for every audit/investigation assignments, quarter and annual audit reports.

Job Title	Internal Audit & Anti-Fraud Manager
Supervisor	Chief Executive Officer
Reporting to	Board of Audit committee
Duration	Open ended
Salary	Competitive package based on qualification and experience
Closing Date	Friday, February 26 th 2020 (5:00PM, Kigali time)

a) RESPONSIBILITIES:

1. Establishing annual audit plan to be approved by Audit Committee;
2. Ensuring the implementation of audit policy and procedures manual;

2/18

3. Ensuring highest performance of internal audit department;
4. Reviewing the audit draft reports from subordinate prior being submitted to Audit and Risk management Committee;
5. Monitoring and coordinating the activities of internal audit function;
6. Making follow up for the implementation of audit recommendations from both internal and external auditors;
7. Providing advisory services in relation to financial and other control issues;
8. Ensuring the adequacy of actions by management in response to internal audit's recommendations and those made by the External Auditors;
9. Advising on and reviewing the practices for identification and management of risks at the company;
10. Ensuring that the appropriateness, reliability and integrity of financial and management information and reports issued by the company;
11. Ensuring the availability of reports for every audit/investigation assignments, quarter and annual audit reports;
12. Assess the performance of personnel under his or her span of control; and
13. Carrying out the administrative work of the department.

b) JOB SPECIFICATION

Qualification

- Bachelor degree in finance, accounting; or any related field
- Full Certified Internal Auditor, or holding full CPA or full ACCA certificate or any related certificate
- Ten (5) years working experience with at least five (3) years in Managerial position
- Having experience in insurance sector is added advantage
- Mastering both French and English
- Being Rwandan by nationality

- Ability to work under Pressure
- Proficiency in record keeping and Data analysis

❖ Methodological

- Analytical thinking
- Initiative
- Judgement
- Report writing
- Able to deal with multiple objectives and sources of information

❖ Social

- Relationship building and persuasive skills
- Able to challenge and be challenged
- Ability to cross reference argument
- Accuracy
- Endurance
- Team player
- Systematic worker
- Integrity

3 APPLICATION PROCEDURE:

Only Qualified Candidates should submit their application letter, Curriculum Vitae (CV) with proven work Experience, work certificate, Copy of academic documents, and a copy of National Identification to Prime Life Insurance Ltd mail: hrmlife@prime.rw

The deadline for submitting applications is on February 26th 2020 at 5pm local time. Applications should be addressed to the Chief Executive Officer of PRIME LIFE INSURANCE Ltd.

Signed by:

Chief Executive Officer

