

## **JOB ADVERT**

### **Position: Internal Auditor (01)**

National Association for Women's Action in Development (NAWAD) is a Ugandan non-governmental organization dedicated to promoting gender equality and empowering women and girls. Founded in 2010, NAWAD focuses on addressing persistent gender-based challenges such as discrimination, lack of access to resources, and violence. The organization works through capacity building, advocacy, research, and service delivery to achieve its mission of fostering social, economic, and environmental justice. NAWAD envisions a society where women and girls enjoy equal rights and opportunities alongside men and boys, contributing to sustainable development.

**We invite qualified applicants to apply for the position of an Internal Auditor**

#### **Job Description**

The Internal Auditor will support the organization by evaluating the effectiveness of internal controls and governance processes. The role ensures compliance, accuracy of financial records, and operational efficiency.

#### **Key Responsibilities**

##### **Audit and Risk Management**

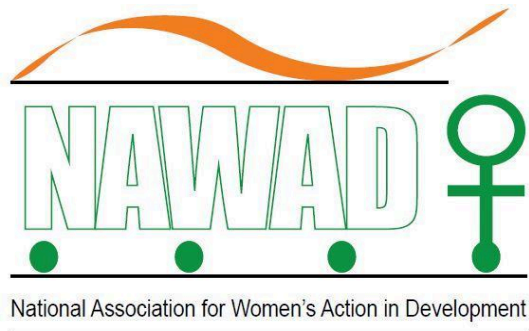
- Conduct regular audits of financial, operational and compliance processes.
- Identify operational risks and recommend mitigation strategies.
- Evaluate the effectiveness of internal controls and suggest improvements.

##### **Financial and Operational Review**

- Review financial records and reports for accuracy and compliance with organization policies and donor requirements.
- Monitor budget utilization and detect any irregularities.

##### **Compliance and Governance**

- Review systems to ensure compliance with accounting standards, applicable laws, organization policies and donor agreements.
- Provide advisory support on internal control systems and governance processes.



### **Reporting:**

- Prepare detailed audit reports highlighting findings and recommendations.
- Follow up on implementation of audit recommendations.
- Report audit findings to management before the given deadline.

### **Skills and Experience:**

- Minimum qualification: B. Com (Accounting/Finance), BBA, BSA or related field.
- CPA/ACCA certification is an added advantage.
- 2–4 years' experience in auditing or accounting.
- Experience in the NGO sector.
- Strong knowledge of internal audit standards and risk management practices.
- Proficiency in proper audit procedures.
- Strong analytical, problem-solving, and communication skills.
- Proficiency in Excel, audit tools and systems.

### **Job application procedure**

Suitably qualified persons should submit their application which must include the following:

1. A application letter addressed to the Executive Director, National Association for Women's Action in Development.
2. Up-to-date curriculum vitae with a telephone contact and an email address that are functional.
3. Copies of the relevant academic certificates and transcripts.
4. A letter of recommendation.

The above application documents must be submitted in one PDF file to the email: [nawad@nawad.co.ug](mailto:nawad@nawad.co.ug) indicating the position applied for in the email reference.

**The deadline for submission is 17<sup>th</sup> April, 2026 at 5:00pm.**

Only short-listed candidates will be contacted.

**NOTE:** NAWAD is an equal opportunity Organisation. Bribery or lobbying for jobs will lead to disqualification, for any bribery or distortion email: [nawad@nawad.co.ug](mailto:nawad@nawad.co.ug) indicating the reason in the email reference.