



KCMC UNIVERSITY

OPPORTUNITY FOR EMPLOYMENT

The KCMC University, a beacon of excellence in the field of health sciences, is currently recruiting competent and committed human resources to fill the following vacant positions: -

1. INTERNAL AUDITOR GRADE III - (1 POST)

(i) Educational qualifications:

Holders of Bachelor's degree in Accountancy, Bachelor of Commerce (Accounting), Bachelor's degree in Accounting and Finance from an accredited College or University or any other related qualification recognized as its equivalent, plus at least One year of working experience in Auditing. Must be registered and certified with the National Board of Accountants and Auditors.

(ii) Key Attributes, Skills, and Abilities

- i. Analytical/Critical thinking skills
- ii. Data mining and analysis skills
- iii. Inquisitiveness
- iv. Integrity (honest, responsible, and diligent)
- v. Professionalism
- vi. Confidentiality
- vii. Objectivity
- viii. Impartiality
- ix. Dependable and reliable
- x. An ability to recognize and respond to diverse thinking styles, learning styles
- xi. A global mind-set
- xii. Good IT skills
- xiii. Good Communication skills
- xiv. Teamwork spirit

(iii) Duties of Internal Auditor

- i. Carrying out both regular and random investigations of departmental accounts both academic and administrative.
- ii. Executing financial and operational internal audits, including developing and performing specific audit procedures, prepare audit work papers, documenting the audit procedures performed, and

- communicate audit findings to the Chief Internal Auditor through draft reports. iii. Ensures that accepted accounting principles and policies are followed and evaluates the adequacy and effectiveness of accounting procedures and operating systems and controls.
- iv. Assisting the Chief Internal Auditor in checking the internal control system of the University.
 - v. Ensuring that the procurement plan, the fiscal accountability plan, management operations and procedures manuals and related documents are adhered to.
 - vi. Reviewing and auditing the financial and para-financial activities of the University and submit quarterly reports to the Chief Internal Auditor.
 - vii. Advising the chief Internal Auditor from time to time on the efficient management and control of the University finances and Assets.
 - viii. Assisting the Chief Internal Auditor in reviewing the systems of internal control from time to time and for any improvements, modifications, or change.
 - ix. Conducting investigations wherever necessary and reporting findings to the Chief Internal Auditor.
 - x. Assists in the preparation of Audit Committee meeting materials and other ad-hoc requests.
 - xi. Performs any other function as may be assigned by his/her superiors.

2. RISK MANAGEMENT OFFICER III (1 POST)

- (i) **Educational qualifications:** Holders of Bachelor's degree in Accountancy, Bachelor Commerce (Accounting), Bachelor's degree in Accounting and Finance, Bachelor's degree in Business Administration, Bachelor's degree in Economics or related discipline from an accredited College or University, plus at least one year of working experience in risk Management field. **Certification for Certified Risk Management Professional (CRMP) is an added advantage.**

(ii) **Key Attributes, Skills, and Abilities**

- i. Knowledge of Enterprise Risk Management (ERM) software,
- ii. Knowledge of Data analytics tools, and MS Office. iii. Analytical and Critical Thinking
- iv. Attention to Detail
- v. Risk Assessment and Management Skills
- vi. Knowledge of industrial Regulatory standards, Compliance and risk frameworks
- vii. Problem-Solving Skills
- viii. Decision-Making Ability
- ix. Technical and IT Skills
- x. Integrity and Ethical Judgment
- xi. Adaptability and Awareness
- xii. Team player
- xiii. Ability to coach/Guide Risk owners/champion on Risks Management

(iii) **Duties of Risk Management Officer**

- i. Creating, implementing, and updating the University risk management framework, register and methodologies.

- ii. To identify and evaluate potential risk (i.e. risk assessment) that impact the University objectives, operations and financial health.
- iii. To develop and implement risk mitigation strategies and actions plans to reduce or manage identified risks.
- iv. Continuous monitoring of risk indicators and evaluating the effectiveness of the overall University Risk management.
- v. To ensure that the organization complies with relevant laws, regulations and industry standards.
- vi. Prepare regular (monthly, quarterly or annually) risk management reports and report to Vice Chancellor for deliberations.
- vii. Developing plans to limit damage and ensure operations continue during a crisis.
- viii. To identify and mitigate operational risks related to processes, system and human factors.
- ix. Developing contingency plans, implementing health and safety measures to ensure effective risk mitigations.
- x. Performs any other function as may be assigned by his/her superiors.

REMUNERATION FOR THE POST

A competitive and attractive remuneration package, including salary and fringe benefits, will be offered to the successful candidate. This package will be commensurate with their qualifications and work experience, and in accordance with the KCMC University Schemes of Service, Staff Regulations, and Conditions of Service.

MODE OF APPLICATION

Applications, including detailed CVs, certified copies of all relevant academic certificates and transcripts, and names and addresses of three referees, should be sent to ;

Vice Chancellor

P.O Box2240

Moshi

Your application should be submitted through the link given and the same available on the University website: www.kcmcu.ac.tz.

<https://arutihr.com/ArutiHRM/Career.aspx?ext=7&cc=3MogLtpmqxs%3d>

The deadline for submission is Friday, **22nd May 2026**.

NB: Only short-listed candidates will be contacted for an Interview.