

## VACANCY ANNOUNCEMENT

### INTERNAL CONTROL CONSULTANT (NAIROBI, KENYA)

#### Position Description

<b>Position title:</b>	<b>Internal Control Consultant</b>
<b>Reporting:</b>	The <b>Internal Control Consultant</b> reports directly to the Group Chief Internal Controller and Compliance Officer (Group CICC0)
<b>Location</b>	Nairobi, Kenya
<p><b>About AGF</b></p> <p>The African Guarantee Fund (AGF) is a Pan-African non-bank financial institution whose primary mandate is to assist financial institutions (FIs) in Africa to scale up their SME financing initiatives. AGF contributes to the promotion of economic development, vital for the prosperity, stability and poverty reduction in Africa through provision of a mix of financial guarantees and other products which will reduce the risks supported by financial sector lending to SMEs that have insufficient collateral and support for capacity development of the partner financial institutions.</p> <p>AGF is rated 'AA-' by the globally renowned Fitch Ratings Agency.</p>	
<p><b>Position Summary</b></p> <p>The Internal Control Consultant will be responsible for assisting the Group Chief Internal Controller and Compliance Officer to conduct:</p> <ul style="list-style-type: none"> <li>- Assurance engagements</li> <li>- Advisory / consulting engagements</li> <li>- Enterprise Risk Management activities</li> <li>- Compliance activities</li> <li>- Any other relevant matters/engagements</li> </ul>	
<p><b>Major Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development of the annual risk-based audit plan.</li> <li>• Establish and update risk-based audit programs.</li> <li>• Carry out scheduled assurance or consulting engagements at the Group or subsidiaries level as assigned by the Group CICC0.</li> </ul>	

- Evaluate the company's control, governance and risk management processes and promote their continuous improvement.
- Review effectiveness and efficiency of internal control system.
- Determine compliance with AGF policies and procedures and assist the management in implementation of company policies through reporting on adherence or non-adherence of laid down policies of the company.
- Review company's compliance with external laws and regulations, and to ensure adherence.
- Evaluate and report on the effectiveness and efficiency of the implementation of management policies and procedures.
- Make follow-up on the implementation of the audit recommendation and ensure that improvements are made.
- Prepare audit reports on findings of the engagement with the entity's management attaching relevant supporting documents/audit evidence and document their comments on these audit findings.
- Perform compliance activities in line with the company compliance framework.
- Prepare a weekly, monthly and quarterly activities report.
- Perform any other tasks or engagements as assigned by the Group CICC.

#### **Desirable qualifications, skills, knowledge and experiences**

- Masters' degree in Auditing or Finance or Accounting or Risk Management.
- Professional Accounting Qualification (CIA or CISA or ACAMS or FICA or any relevant qualification).
- At least five (5) years' relevant experience in the financial services industry or in an auditing firm.
- Working experience with Big 4 Audit Firms or Consulting Firms will be an advantage.
- Strong analytical, written/oral, communication.
- Ability to handle multiple assignments under pressure while meeting tight deadlines.
- Hands-on experience in developing and managing audit plans and strategies.
- Strong risk-based audit capabilities.
- Excellent knowledge of and experience with GIAS (Global Internal Audit Standards) and AML/CFT (Anti Money Laundering and Combatting Financing of Terrorism) international standards and requirements.
- Ability to compile and report results of activities.
- Excellent communication, interpersonal and management skills.
- Bilingual – fluent in English is a must and French will be great plus.

#### **Skills**

- Advanced problem solving, critical thinking, and analytical skills.
- Good operational risk management skills.

- Strong prioritization skills.
- Advanced interpersonal and relationship management skills.
- Advanced presentation and communication skills.
- Strong negotiation and conflict resolution skills.
- Demonstrated ability to work in an evolving environment.
- Ability to learn quickly / develop the necessary skills.
- Team player with strong interpersonal and leadership skills
- Excellent project management and consulting skills.
- Excellent IT skills.

***Additional eligibility competences and desired Characteristics***

- Attentiveness to details.
- Ability to use Microsoft Office 365.
- Self-driven individual with a passion and flair for helping SMEs succeed.
- Ability to work in a professionally and culturally diverse setting.
- Willingness to travel and work under minimum supervision.
- Willingness and ability to travel.

**The consultancy will be for an initial period of six (6) months and renewable if needed based on satisfactory performance.**

## Terms of Offer

African Guarantee Fund for Small and Medium-sized Enterprises (AGF) is an equal opportunity employer and offers a regionally competitive salary with an excellent benefits package. AGF prides itself on its collegial, supportive and gender-sensitive working environment and believes that staff diversity promotes innovation and excellence.

Women candidates are strongly encouraged to apply.

## Applications

All applications should be sent via email, attaching your resume and cover letter summarizing your relevant work experience, name and contact information of 3 referees that are familiar with your professional qualifications and work experience to: [recruitment@africanguaranteefund.com](mailto:recruitment@africanguaranteefund.com).

All applications should be clearly marked on the subject line: **“AGF - Application for Internal Control Consultant”** and will be considered until **Friday 30<sup>th</sup> May 2025** or until the position is filled.

**Only short-listed applicants meeting the above requirements will be contacted.**

We invite you to learn more about us at: [www.agf.africa](http://www.agf.africa).