



NURSES AND MIDWIVES COUNCIL OF MALAWI

INTRODUCTION AND BACKGROUND

Nurses and Midwives Council of Malawi (NMCM) is the regulatory body of Nurses and Midwives established in 1966 under the act of parliament Laws of Malawi Cap 36:02. NMCM is mandated to develop, maintain, monitor, evaluate and control the profession of Nursing and Midwifery thereby contributing to the national goal of promoting the health status of Malawians. As a regulatory, NMCM has the role of regulating the education, training and practice, and professional conduct of Nursing and Midwifery personnel in the country.

NMCM is inviting suitably qualified and experienced Malawian Nationals to fill vacant position of internal audit and risk management officer tenable at NMCM offices in Lilongwe. The following are the required personnel and work-related traits for the vacant position

JOB TITLE: Internal Audit and Risk Management Officer

Reporting Arrangements: The Internal Audit and Risk Management Officer will be responsible for the overall management of the Internal Audit Function of the Council and will functionally report to the Board through the Finance and Appointment Committee and administratively to Registrar/ECO.

Purpose of the Job: The overall responsibility of the Internal Audit and Risk Management Officer is to assist the Council to achieve its mandate through the provision of an independent assurance and advisory services on the effectiveness of the Council's risk management, Governance and internal control processes. The key duties and responsibilities for this position include, but, not limited to;

- (a) Leading in the development and review of the Internal Audit Function's policy documents such as internal audit charter, risk management policy, procedural and operational manual;
- (b) Develop risk based internal audit plans and resource estimates in consultation with the Board and management;
- (c) Undertake audits based on the approved internal audit plans or management request including fraud and other irregularities;
- (d) Timely communicate the results of the audit assignments to relevant stakeholders;
- (e) Maintain the Council's risk register;
- (f) Following up on all outstanding audit and risk issues to ensure that corrective action has been taken;

- (g) Periodically report to the Board and senior management on performance of the Function and on other significant issues;
- (h) Coordinate with other assurance providers including external auditors to ensure proper coverage and minimize duplications of activities; and
- (i) Supervise subordinate staff.
- (j) Evaluate financial documents for accuracy and compliance with statutory obligations
- (k) Evaluate the efficiency of controls and recommend improvement.

REQUIRED COMPETENCIES

- Honesty and of high integrity
- Attention to detail
- Proven track record in managing the internal audit function.
- Ability to prioritize work efficiently and independently;
- Excellent in communication, interpersonal, presentation, and analytical skills;
- Self-motivated, assertive and action oriented; and
- Strong computer skills with knowledge of computerized accounting packages.

Minimum qualifications and experience

- Bachelor's Degree in Internal Auditing, Accountancy or Finance from reputable and accredited university;
- Professional qualifications such as CIA/ACCA/ CISA/CIMA/CA/CPA will have an added advantage;
- A minimum of 5 years' experience in either internal or external auditing;
- Membership to Institute of Internal Auditors Malawi;
- Practical experience in risk management issues, compliance and fraud management related issue;

METHOD OF APPLICATION

- Interested applicants should send their application letters and detailed Curriculum Vitae including three traceable referees, including previous employer, not later than July 26, 2024 to:
- **The Registrar, Nurses and Midwives Council of Malawi, P.O Box 30361, Capital City, Lilongwe 3. nmcm@nmcm.org.mw,**
- **NMCM IS AN EQUAL GENDER BASED OPPORTUNITY EMPLOYER AND ONLY 8SHORTLISTED CANDIDATES WILL BE ACKNOWLEDGED.**