



Headquarters at Amber House, P.O Box 36316, Kampala, Uganda

THE UGANDA NATIONAL OIL COMPANY LIMITED (UNOC) IS RECRUITING

The Uganda National Oil Company (UNOC) Ltd. was established under the Petroleum (Exploration, Development and Production) Act, 2013 and the Petroleum (Refining, Conversion, Transmission and Midstream storage) Act, 2013 and incorporated under the Company's Act 2012. It is a limited liability company wholly owned by the Government of Uganda.

The overall function of UNOC is; To handle the State's Commercial interests in the Oil and Gas industry and ensure that the resource is exploited in a sustainable manner.

UNOC now invites applications for persons interested to develop their career with a dynamic results-oriented Company to occupy the following position:

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| JOB TITLE: | HEAD OF INTERNAL AUDIT |
| REPORTS TO: | THE BOARD - UNOC |
| JOB PURPOSE: | The Head of Internal Audit is responsible for preparing and implementing a risk-based audit plan to assess, report on, and make suggestions on the adequacy of key internal systems and controls of the company. Head of Internal Audit reports to the Board and shall be in-charge of the company's risk management framework and ensuring compliance with the regulatory framework. |

Essential Duties;

- a) Develop the annual audit plan and ensure both an efficient and effective execution of the audit plan
- b) Develop the Internal Audit Manual and the Internal Audit Charter for the company and subsequent adherence of audit staff to the charter
- c) Lead the development of the company's risk management framework to mitigate and manage company's exposure to risk and protect shareholder value

- d) Coordinate period risk-based internal audits and ensure that key lessons and areas of improvement are shared with the respective departments and ensure that audit actions are closed
- e) Prepare periodic reports to the Audit & Risk Committee on progress of the annual audit plan and share key findings and areas of improvement with the CEO and Management.
- f) Consistently assess the adequacy of key internal systems and controls of the company and ensure that the integrity of financial systems is maintained.
- g) Periodically re-assess key risk areas, and ensure that key risk response actions are up-to-date and fit for purpose.
- h) Develop a compliance checklist for the company and carry out periodic internal audits and ensure compliance to regulatory framework.
- i) Keep on top of developments in the regulatory framework and Audit profession and ensure compliance
- j) Coach, mentor and develop staff under internal audit function
- k) Develop Budget for Internal audit function
- l) Coordinate external audits
- m) Any other duty assigned by the Audit & Risk Committee of the Board and CEO
- n) Embed UNOC's code of ethical conduct

Qualifications and attributes;

- a) Must be a member of the Institute of Certified Public Accountants of Uganda and also a member of the Institute of Internal Auditors.
- b) A Master's degree in Finance; or Business Administration majoring in Accounting from an internationally recognized University.
- c) A Bachelor's degree (Hons) in Commerce, Accounting, Finance or Business Administration from an internationally recognized institution.
- d) Minimum 10 years working experience in auditing of which 5 must be at Senior level in direct Audit management in a busy and reputable organisation
- e) Knowledge of the Petroleum Sector is an added advantage
- f) Knowledge of Ugandan Laws and International Audit Standards
- g) Excellent oral and written communication skills
- h) High degree of integrity

Application procedure:

Electronically completed and signed Applications Forms together with certified copies of academic certificates should be addressed and submitted in TRIPLICATE to the address below by 17:00 hours (5:00pm EAT) not later than **Friday, 27th October 2017**. Applications delivered through registered mail and courier will also be received. Applications **must** contain a cover letter, application form and supporting documents.

While we thank you for your interest, only shortlisted candidates will be contacted. Any form of lobbying will lead to automatic disqualification.

The Job Application Form can be downloaded from [Resources > Jobs and Tenders](#) on www.petroleum.go.ug.

**THE CHAIRMAN BOARD OF DIRECTORS
UGANDA NATIONAL OIL COMPANY LTD
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KAMPALA
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ROOM C406**