



Cooperative Duhaahirane-Gisozi

GUTEZA IMBERE UBWUBATSI BW'AMAZU Y'UBUCURUZI

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CONCERN: JOB ANNOUNCEMENT

Position : Internal Auditor
Location : Kigali, Rwanda
Position Grade : NA
Position Number : NA
Posting Date : 4th December 2025
Closing Date : 18th December 2025, at 4:00 pm

The management of COOPERATIVE DUHAHIRANE GISOZI located at Kigali City, GASABO District, GISOZI Sector, MUSEZERO Cell, GASAVE Village-Gakiriro; has the pleasure to invite interested candidates for interview on the above mentioned position.

The position's details: job purpose, key functions, line authorities, competencies, skills and how to apply are stated below.

a) JOB PURPOSE:

The Internal Auditor will mainly help the Cooperative to meet its customer acquisition and revenue growth targets by keeping our company competitive. He/she will be responsible for maximizing the company's sales team potential, making sales plan and justifying those plans to the upper management, all in respect of corporate governance, risk management and internal control.

b) KEY FUNCTIONS:

The specific responsibilities include, but not limited to:

Audit planning and execution

- Develop annual audit plans detailing the scope, nature and timing of audit activities.
- Design internal audit procedures and work programs.
- Conduct internal audits to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures
- Identify key areas of risk within the Cooperative and propose appropriate controls to mitigate the risks.

- Prepare audit work papers that are adequately documented and collect sufficient audit evidence.

Reporting

- Prepare audit reports in line with the approved audit plan.
- Monitor the timely implementation of the management actions recommended in the audit reports.
- Ensure completion of audit assignments to provide independent, objective assurance to the Audit Committee.

Follow up

- Prepare a consolidated audit report with all recommendations and management comments agreed and accepted by the audited person or staff to be reviewed by Manager and Services of the Cooperative,
- Monitor the timely implementation of the management actions recommended in the audit reports.
- Liaise with the external auditor on internal control issues.
- Conduct investigations and reviews as requested by senior management or the Board of Directors.

Advisory role

- Discuss audit findings and recommendations with managers and report significant issues
- Review periodical produced financial statements including balance sheets, profit/loss statements, cash flow statement, and accumulative general ledger using a computer based accounting system,
- Review the accuracy, timeliness and relevance of financial information and other disclosures provided to management,
- Assist the development of an internal control culture.

c) LINE AUTHORITY

The Internal auditor reports administratively to the **“President of the Board of Directors (Conseil administration & Manager of the Cooperative)”** and technically to the Chairperson of Audit Committee (**Conseil de surveillance**) of the Cooperative.

d) COMPETENCIES:

- 1) Holding at least a bachelor's degree in Accounting, Finance, Business Administration and one of a professional certificate in internal auditing, ACCA/CPA (at least intermediate level) in reputable institution,
- 2) Proven certificate of successful previous professional three years' experiences in auditing, risk management and Compliance,
- 3) Proven analytical capabilities and skills to design and implement an internal audit plan that expends Cooperative's members/Shareholders base and ensure its strong presence,
- 4) Excellent organizational skills; ability to prioritize own work program and ability to deliver assignments in a timely and efficient manner;

- 5) Very good interpersonal skills; ability to establish and maintain effective working good relations in a multicultural environment;
- 6) Excellent written and verbal communication in English or French with a working knowledge of the other language.
- 7) Ability to handle sensitive information and professional judgement

e) SKILLS:

- Strong communication skills are required and must possess strong work ethics, solutions oriented and team work attitude
- High proficiency in audit tools and MS Office skills

j) HOW TO APPLY:

Interested/invited candidates should submit their application through cooperativeduhahiranegisozi@gmail.com and copy to kstraton1964@gmail.com including a cover application letter, curriculum vitae including three persons of reference, and copies of degrees/certificates. In his/her cover letter, the candidate is welcome to explain any parts of his/her professional, academic, or personal life experience that truly motivate him/her to pursue this job

SHIRIBUTE Eric
Chairperson of Board of Directors
Cooperative Duhahirane Gisozi

