



OVERVIEW & JOB OBJECTIVE

Job Title	Head, Internal Audit & Compliance	Grade Level	Senior Management	Location	Lagos, Head Office
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Background:

The CIPM is the umbrella Association for Practitioners of People Management with the vision to be the Institute of Choice for People Management.

At the CIPM:
 We care for our People
 We partner to build their Careers and
 Together we strive for EXCELLENCE
 “We focus on building people, so our people will focus on building our Institute”

The purpose of this job shall be to:

- Perform advanced and/or managerial auditing work for the Institute Internal Audit, Internal Control, Risk Management, Compliance, Quality Assurance and Corporate Governance.

REPORTING RELATIONSHIPS

Reports to	Governing Council/Audit Committee (with a dotted reporting line to Registrar/Chief Executive)	Supervises	Internal Audit & Compliance Team
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JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES

Internally Relates with	<ul style="list-style-type: none"> ▪ Internal Stakeholders 	Externally Relates with	<ul style="list-style-type: none"> ▪ CIPM Branches ▪ Corporate Organizations. ▪ External Auditors
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PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES

<p style="text-align: center;">Internal Audit</p>	<ol style="list-style-type: none"> 1. Conduct investigations, special audits, and provide subject-matter expertise as needed 2. Establish Internal Audit Policies, Procedures and Information Management Protocols. 3. Performs special projects such as preparing the Annual Internal Audit Report, Strategic and Business Plans, responses to survey requests, Annual Risk Assessment and Audit Plan and other management reports. 4. Maintains the Internal Audit manual and leads updates to audit templates 5. Plan, Conduct and Reporting of Internal Audit Engagements. 6. Examine documentation, including reports, statements, records, and memos to gather information and reconcile documentation with actual inventory or assets to ascertain accuracy. 7. Complete standard paperwork and questionnaires to confirm internal controls. 8. Prepare reports and preserves documentation pertaining to audits for internal record. 9. Review relevant policies and procedures for audit, risk and compliance, as required
<p style="text-align: center;">Compliance Management</p>	<ol style="list-style-type: none"> 1. Ensure adherence to Corporate Governance Framework. 2. Determine compliance of all transactions with policies and Standard Operating Procedures of the organization. 3. Monitor compliance with Statutory remittances, Standard Operating Procedures and established control protocol. 4. Ensure organization BCM components; BCP, IT DRP, Crisis Management, Emergency Response Procedure in compliance with BCM Guidelines, ISO 22301 Business Continuity Management and industry best practice.
<p style="text-align: center;">Quality Management</p>	<ol style="list-style-type: none"> 1. Conduct Quality Management System Audit using ISO 9001:2015 2. Assesses compliance by testing whether the stated controls are working as prescribed, consistently and continuously.
<p style="text-align: center;">Risk Management</p>	<ol style="list-style-type: none"> 1. Undertake risk assessment and risk mitigation for all business operations and support units to ensure that all major risks are identified and mitigated. 2. Establish risk manuals and maintain relevant documentation for audit and inspection. 3. Maintain, analyze, and review the Corporate and Strategic Risk Register identifying trends. 4. Identify potential risk event, loss or exposures (both financial and non-financial), evaluate or analyze these risk events and provide recommendations on how to mitigate the potential impact and/or occurrence. 5. Conduct risk assessment and business impact analysis. 6. Review business continuity and recovery strategies.

KEY PERFORMANCE INDICATORS



Operational Targets	The job is responsible to perform advanced and/or managerial auditing work for the Organization’s Internal Audit, Internal Control, Risk Management, Compliance, Quality Assurance and Corporate Governance. Work involves conducting, planning, scheduling, coordinating, reviewing audits and reporting results. This position works under minimal supervision with extensive latitude for the use of initiative and independent judgment.
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PERSON SPECIFICATION

Knowledge, Technical Skills and Attitudes

<p>1. Building Collaborative Relationships: The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support to the business.</p> <ul style="list-style-type: none"> - Ability to develops and maintain a vibrant, long-term network of relationships with individuals from multiple constituencies. - Has a successful track record of developing, managing, growing, and institutionalizing complex relationships on behalf of the company. <p>2. Communication: The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences.</p>	<p>3. Emotional intelligence – being able to understand and manage your own and others’ emotions, and their effect on behaviors and attitudes.</p> <p>4. Customer Orientation: The ability to demonstrate concern for satisfying one’s external and/or internal customers.</p> <p>5. Achieving results: Sets realistic targets for himself/herself and for the team; ensures availability of resources and supports staff members in achieving results. Monitors progress and performance; evaluates achievements and integrates lessons learned.</p>
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Experience

- Minimum of 10 years post-graduation experience on a similar role in a reputable organization
- Knowledge of ISO 9001:2015
- Knowledge of auditing standards and procedures, laws, rules and regulations

Qualifications

1. B.Sc./ HND in Accounting/Business Administration	2. Certified member of a professional body (ICAN, ACCA, CFE etc) is required
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Other Requirements

1. Computer Literate: Excel, Word, Outlook, MS Office and Accounting Software

PHYSICAL REQUIREMENTS

Location	Office Based <input type="checkbox"/>	Both Office & Field Based ✓	Field Based <input type="checkbox"/>
Travel	None <input type="checkbox"/>	0% - 30% <input type="checkbox"/>	31% - 60% ✓
			61% - 100% <input type="checkbox"/>



Work Cycle/Days	Mondays – Fridays
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Application Process

- Method of Application: Send your CV quoting appropriate Job Title to Humanresources@cipmnigeria.org
- Application Deadline: **August 5, 2022**
- Remuneration: We value our employees and the role comes with an attractive compensation, benefits and a great work environment.