



OVERVIEW & JOB OBJECTIVE					
<b>Job Title</b>	Head Internal Audit & Compliance	<b>Pay Range (Annual Gross)</b>	N10M – N11M	<b>Location</b>	Lagos
<b>Grade Level</b>	Senior Management				
<b>The purpose of this job shall be to:</b>					
<ul style="list-style-type: none"> <li>Perform advanced and/or managerial auditing work for the Institute Internal Audit, Internal Control, Risk Management, Compliance, Quality Assurance and Corporate Governance.</li> </ul>					
EQUAL OPPORTUNITY STATEMENT					
We are an equal-opportunity workplace and an affirmative-action employer. We encourage applications from suitable candidates, irrespective of physical ability/disability, colour, tribe, race, religion, marital status, pregnancy or other status protected under the law.					
REPORTING RELATIONSHIPS					
<b>Reports to</b>	Governing Council/Audit Committee (with a dotted reporting line to Registrar/Chief Executive)	<b>Supervises</b>	Internal Audit & Compliance Team		
JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES					
<b>Internally Relates with</b>	<ul style="list-style-type: none"> <li>Internal Stakeholders</li> </ul>	<b>Externally Relates with</b>	<ul style="list-style-type: none"> <li>CIPM Branches</li> <li>Corporate Organizations.</li> <li>External Auditors</li> </ul>		
PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES					
	<b>Internal Audit</b> <ol style="list-style-type: none"> <li>Conduct investigations, special audits, and provide subject-matter expertise as needed</li> <li>Establish Internal Audit Policies, Procedures and Information Management Protocols.</li> <li>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.</li> <li>Maintains the Internal Audit manual and leads updates to audit templates</li> <li>Plan, Conduct and Reporting of Internal Audit Engagements.</li> <li>Examine documentation, including reports, statements, records, and memos to gather information and reconcile documentation with actual inventory or assets to ascertain accuracy.</li> <li>Complete standard paperwork and questionnaires to confirm internal controls.</li> <li>Prepare reports and preserves documentation pertaining to audits for internal record.</li> </ol>				

CIPM House, 1 CIPM Avenue, Central Business District, Alausa, Ikeja, Lagos.

CIPM House, Plot 12, Benghazi Street, Wuse Zone 4, Abuja.

**Tel:** 07001237555, **Email:** info@cipmnigeria.org, [www.cipmnigeria.org](http://www.cipmnigeria.org)

**PRESIDENT:** MR. OLUSEGUN MOJEED, **FCIPM**, **VICE PRESIDENT:** MR. HENRY UNUAKPOR, **MCIPM**, **NATIONAL TREASURER:** MRS. OGOCHUKWU EGBUONU, **MCIPM**, **REGISTRAR/CHIEF EXECUTIVE:** MS. OLUWATOYIN NAIWO, **FCIPM**



9. Review relevant policies and procedures for audit, risk and compliance, as required

#### **Compliance Management**

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.

#### **Quality Management**

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.

#### **Risk Management**

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.

### **PERSON SPECIFICATION**

#### **Knowledge, Technical Skills and Attitudes**

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<p><b>1. Building Collaborative Relationships:</b> 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"> <li>- Ability to develop and maintain a vibrant, long-term network of relationships with individuals from multiple constituencies.</li> <li>- Has a successful track record of developing, managing, growing, and institutionalizing complex relationships on behalf of the company.</li> </ul>		<p><b>3. Emotional intelligence</b> – being able to understand and manage your own and others’ emotions, and their effect on behaviors and attitudes.</p>	
<p><b>2. Communication:</b> The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences.</p>		<p><b>4. Customer Orientation:</b> The ability to demonstrate concern for satisfying one’s external and/or internal customers.</p> <p><b>5. Achieving results:</b> 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>	
<b>Experience</b>			
<ul style="list-style-type: none"> <li>• Minimum of 10 years post-graduation experience on a similar role in a reputable organization</li> <li>• Knowledge of ISO 9001:2015</li> <li>• Knowledge of auditing standards and procedures, laws, rules and regulations</li> </ul>			
<b>Qualifications</b>			
1. B.Sc./ HND in Accounting/Business Administration		2. A certified member of a professional body (ICAN, ACCA, CFE etc) is required	
<b>Other Requirements</b>			
<ul style="list-style-type: none"> <li>• Computer Literate: Excel, Word, Outlook, MS Office and Accounting Software</li> </ul>			
<b>PHYSICAL REQUIREMENTS</b>			
<b>Location</b>	Office Based <input type="checkbox"/>	Both Office & Field Based	
<b>Travel</b>	None <input type="checkbox"/>	0% - 30% <input type="checkbox"/>	31% - 60% <input checked="" type="checkbox"/>
<b>Work Cycle/Days</b>	Mondays – Fridays		
			Field Based <input type="checkbox"/>
			61% - 100% <input type="checkbox"/>

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## **Application Process**

- Method of Application: Send your CV quoting the appropriate Job Title to [recruitment@cipmnigeria.org](mailto:recruitment@cipmnigeria.org)
- Application Deadline: **Tuesday, 12<sup>th</sup> March 2024**

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