



BRAC International is Hiring! Join BRAC International to create opportunities for people to realise their potential.

Position: Internal Audit Officer

Job Location: Kigali - Rwanda

About the Role:

To support the Mission of Internal Audit function in Organization. That is enhancing and protect organizational value by providing risk-based and objective assurance, advice and insights.

Key Responsibilities:

- To perform risk-based audits in accordance with auditing standards as assigned by the Head of Internal Audit
- Leverage insights and deeper understanding of the organization in identifying risks and potential areas for audit.
- To conduct donor compliance reviews of organization records and ensure control management regarding financial reliability.
- To develop audit programmes for the project audits in compliant with the audit standards, donor requirements and standard operating procedures for the projects.
- To ensure compliance with Government statutory requirements in areas including but not limited to taxation laws, employment law and any other applicable local requirements
- To ensure that audits are performed with due professional care and there are credible audit observations, conclusions, and recommendations.
- To prepare risk-based audit report and send it to senior Internal Auditor for review within the agreed timelines.
- Maintain an up-to-date awareness of audit standards, best practices and laws and regulations governing the organizations operations.
- To carry out special audit / investigation when need arise.
- To ensure conformity with internal audit manual and professional code of ethics in all phases of audit.
- Document, evaluate and test systems and controls to determine the adequacy and effectiveness, ensuring compliance with policies and procedures, reliability and integrity of information, and safeguarding of asset.
- To compute, calculate, verify, tabulate and analyses data.
- To conduct entry meeting with auditee's management and discuss on the audit engagement and audit work.
- To discuss with Senior Internal Auditor major risks and audit findings identified during the course of audit.
- To conduct exit meeting with auditee's management to discuss on the audit findings identified during the course of audit.

- To undertake periodic follow ups and provide status of implementation of audit recommendations by management.
- To prepare periodic summary reports and submit for the review from Head of Internal Audit
- To Implement the annual Internal Audit plan
- Filed visits as required and directed by supervisor
- To carry out any other duties assigned to him/her by supervisor.

Safeguarding responsibilities:

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.
- Promote a culture of safeguarding, compliance, and continuous improvement within the grants management team.

Key Performance Indicators (KPIs):

- Timely reports submission.
- Quality of audit reports + realistic recommendations.
- Auditee's feedback comments + their performance.
- Adherence to Organization values as well as audit code of ethics.

Academic Qualifications:

- Bachelor degree in the field of Accounting, Commerce, Project management or related discipline from a recognized University/Institution.
- CPA or ACCA full or part qualified is preferred.

Required Skills, Competencies & Knowledge:

- Proven knowledge of auditing standards and procedures, laws, rules and regulations.
- Proven knowledge of donor funded projects and compliance requirement
- High attention to detail and excellent analytical skills
- Sound independent judgement and high level of confidence and integrity
- Computer literate with advanced level knowledge of Microsoft Applications (Excel, Word, and PowerPoint)
- Ability to manipulate large amounts of data and to compile detailed reports
- Excellent understanding of internal control system and knowledge of risk-based approach to internal auditing
- Excellent communication, writing and presentation skills with ability to produce original well composed reports.

Experience Requirements:

- At least 2 years of work experience in Non-Governmental and Donor funded organizations will be of value advantage.

Employment type: Fixed-Term

Salary: Negotiable

About BRAC International:

BRAC International (BI), a leading non-profit organization, is on a mission to empower people and communities facing poverty, illiteracy, disease, and social injustice. Our vision is to create a world free from exploitation and discrimination, where everyone has the opportunity to realise their potential. We design proven, scalable solutions that equip people with the support and confidence they need to achieve their potential.

BRAC was founded in Bangladesh in 1972 and over the last five decades has grown to become one of the world's largest non-governmental organisations (NGOs), reaching over 100 million people. We started our first international operation by venturing into Afghanistan in 2002, building on lessons from our work in Bangladesh to support a nation devastated by war. Currently operating in 16 countries across Asia and Africa. Born, proven and led in the Global South, BRAC International brings a unique Southern perspective and commitment to continuous learning, providing a depth of insight, experience and evidence to meet the needs of diverse communities with humility and courage across Asia and Africa. To learn more about BRAC International, please visit (www.bracinternational.org)

Our Core Values:

Integrity: We approach our work with honesty and integrity.

Innovation: We innovate and iterate to improve our impact.

Inclusiveness: We foster inclusion to reach those who need it most.

Effectiveness: We strive for effectiveness to better serve people in poverty.

If you feel you are the right match for the above-mentioned position, please follow the application process to grab your dream opportunity!

Qualified and interested candidates are recommended to email their Resume with a signed cover letter in a single PDF format and any supporting documents to sbirwanda.recruitment@brac.net; mentioning a brief academic background, career summary, core competence, notarized copies of academic qualifications and professional certifications (if any) etc. within 250 words.

Please mention the name of the position in the subject bar.

Application deadline: 9th November 2025

Please note that shortlisting will be conducted on a rolling basis, and only shortlisted candidates will be contacted.

BRAC is committed to safeguarding children, young people and adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment policy and procedure include extensive background checks and disclosure of criminal records in order to ensure safeguarding to the fullest extent.

“BRAC International is an equal opportunities employer”