

دولة إقليم هير شبيلي الصومالية

Dowlad Goboleedka Hirshabelle ee Soomaaliya

**HIRSHABELLE STATE OF SOMALIA**

**CIVIL SERVICE COMMISSION**

**VACANCY ANNOUNCEMENT (2)**

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| Job Title: | Audit Officers |
| Ministry/ institution: | Office of the Auditor General |
| Department: | Audit |
| Grade Level & Classification: | Grade 6 |
| Reporting to: | Audit Director |
| Salary: | $502 |
| Hours: | 36 hrs per week |
| Location: | Jowhar, Hirshabelle |

1. **Purpose of the position**

Auditor officer will provide support to the audit manager responsible for conducting financial/compliance audits under direction of assigned Audit Manager, and to take on team Leader responsibilities as required. The primary task is to provide completed draft reports of assigned financial/compliance audits to the assigned Audit Manager.

The Auditor officer is also required to contribute transparent and accountable government operations, particularly with respect to managing the Administration’s financial matters.

1. **Responsibilities & Duties**

Responsibilities of the Auditor include, but are not limited to:

* Carrying out audit examinations of accounting records, documenting them in audit working papers.
* Completing assigned audit programmes as assigned by the manager responsible for the audit.
* Reporting issues identified to the manager responsible for the audit.
* Identifying and recording audit issues for inclusion in draft audit report.
* Communicating with the auditee on a day-to-day basis in a polite and professional manner.
* Participating fully in training activities as required.
* Carrying out any other task assigned by the Audit Manager.

1. **Qualifications and Experience**

* Degree in accounting or related field (essential)
* Computer Literate – Comfortable using Microsoft Office (particularly MS Excel and MS Word)
* At least 2 years post qualification experience in auditing/accounting

1. **Competencies**

The Auditor officer must be able to demonstrate:

* High levels of personal and professional integrity
* Good timekeeping
* Proven analytical and communication skills
* Flexibility – can adapt to changing work priorities with little notice
* Able to follow instructions and work independently as required
* Ability to communicate well both orally and in writing

**How to apply**

**Please Click the Link and Fill the Application Form:** ****

Interested candidates who meet the criteria are encouraged to fill the form and send to **recruitment@hirshabellecsc.so** by not later than **31 July 2023**

NOTE

* Please quote the position you are applying for in the subject of the e-mail.
* Application form should be sent as attachment in word format.
* Female and people with disabilities are highly encouraged to apply.
* Canvassing will lead to automatic disqualification.
* Only shortlisted candidates will be contacted.
* If you are shortlisted for an interview, you will be required to come with

your original academic and professional certificates during the interview day.

* For more information, please visit the following website. [www.hirshabellecsc.so](http://www.hirshabellecsc.so)