



GLOBAL HEALTH SYSTEMS SOLUTIONS

STRATEGIC & INNOVATIVE APPROACHES
TO STRENGTHEN HEALTH SYSTEMS

JOB VACANCY ANNOUNCEMENT

Position: Internal Auditor (01)

Place of work: Douala

Duration of contract: Three (03) years

Organization information: Global Health Systems Solutions (GHSS) is a non-governmental and not for profit organization dedicated to seeking innovative solutions to strengthen health systems in developing countries for effective service delivery and surveillance of infectious, non-infectious, and neglected tropical diseases. We focus in three key areas: improve laboratory systems and services critical for disease management, surveillance, and prevention; enhance field surveillance and epidemiological training for relevant animal and human-health to mitigate threats posed by diseases; and improve service delivery at all health levels.

Our major collaborators include Ministries of Health, World Health Organization (WHO), United States Centers for Disease Control and Prevention, Africa Centers for Disease Control, Mastercard Foundation and several bi-lateral organizations.

Purpose of the role

The Internal Auditor will assist in the establishment, development and evaluation of the organization's internal controls over financial reporting, compliance and business operations. He/She will undertake to complete company-wide internal audits in accordance with annual audit objectives, and hold opening and closing meetings with management, including providing all audit reports.

Primary duties and responsibilities

- Undertake internal audits to ensure the company meets its financial, operational and compliance objectives;
- Support the development of an assurance planning reporting process;
- Report on control deficiencies to management and make recommendations to mitigate risk and add value;
- Challenge current processes across the company and identify opportunities for refinement;
- Engage remediation of identified issues through follow-up;



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- Play an active role in the maintenance and review of policies and procedures, including ensuring they are up to date with all legislation and best practices;
 - Communicate with a variety of stakeholders across the company.

Academic requirements and relevant experience

- BSc. in Accounting, Finance, Business Administration or Economics or its equivalent from a recognized educational institution. A Master's degree in one of the relevant fields would be an added advantage.
- Professional audit certification such as Certified Internal Auditor (CIA), Association of Chartered Certified Accountants (ACCA), Certified Public Accountant (CPA) and other related certification would be an added advantage.
- A minimum of three (03) years relevant work experience in the position. Experience with a funded not for profit organization would be an added advantage.
- Solid knowledge of grant management principles.

Required skills

- Outstanding attention to detail and thorough accounting knowledge;
- Strong mathematical skills and solid familiarity with accounting principles;
- Very good computer skills, including excellent word processing capabilities and experience in using Microsoft Office programs especially excel, MS 365 programs and accounting software.
- High sense of organization and time-keeping skills
- Ability to assess and evaluate risk, then implement solutions;
- Excellent reporting skills;
- The ability to keep calm under pressure, especially when there are tight deadlines;
- The ability to think objectively;
- Strong communication skills, both verbal and written;
- Ready to learn for continuous improvement.

Languages

- Proficiency in written and spoken English and French.

Remuneration

- The salary for this position is very competitive, attractive and negotiable.



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Submission of application

- Complete application files comprising of an application, a motivation letter, curriculum vitae with the address of three referees and copies of the required academic qualifications can be submitted either online via recruitment@ghsscm.org, or physically at GHSS head office at Denver Bonamoussadi, Douala from 9am – 2pm, Monday to Friday.

Deadline for submission of application: November 21, 2023.

- *We strongly welcome early applications. Consideration will be given only to candidates who submitted a complete application file and on time.*
- *Only selected candidates will be contacted for interviews.*
- *If you have not been contacted fifteen (15) days after closing, consider your application unsuccessful.*



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JOB VACANCY ANNOUNCEMENT

Position: Internal Audit Consultant (01)

Place of work: Douala

Duration of contract: Thirty (30) days

Organization information: Global Health Systems Solutions (GHSS) is a non-governmental and not for profit organization dedicated to seeking innovative solutions to strengthen health systems in developing countries for effective service delivery and surveillance of infectious, non-infectious, and neglected tropical diseases. We focus in three key areas: improve laboratory systems and services critical for disease management, surveillance, and prevention; enhance field surveillance and epidemiological training for relevant animal and human-health to mitigate threats posed by diseases; and improve service delivery at all health levels.

Our major collaborators include Ministries of Health, World Health Organization (WHO), United States Centers for Disease Control and Prevention, Africa Centers for Disease Control, Mastercard Foundation and several bi-lateral organizations.

Purpose of the role

The Internal Audit Consultant will set up the internal audit function, develop an internal audit charter for the organization and conduct in-house refresher training to GHSS internal audit unit.

Primary duties and responsibilities

The Internal Audit Consultant will undertake to develop the internal audit charter for GHSS that will include but not limited to:

- Scope, purpose and mission of the internal audit;
- Responsibilities;
- Authorities;
- Internal audit plan;
- Reporting and monitoring methodology;
- Internal audit procedures;
- Assessment plans and tools;
- Job description of the Internal Auditor



Academic requirements and relevant experience

- Relevant academic qualification in the audit field or other related domain.
- Professional audit certification such as Certified Internal Auditor (CIA) would be an added advantage.
- Relevant work experience in developing internal audit charter for organizations. Experience with a funded not for profit organization would be an added advantage.

Required skills

- Solution-oriented and deadline-driven.
- High sense of organization and time-keeping skills
- The ability to keep calm under pressure, especially when there are tight deadlines;
- The ability to think objectively;
- Strong communication and interpersonal skills.
- Good service delivery reputation.

Languages

- Proficiency in written and spoken English and French.

Remuneration

- The salary for this position is very competitive, attractive and negotiable.

Submission of application

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