



BANQUE D'INVESTISSEMENT ET DE DEVELOPPEMENT DE LA CEDEAO
 ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT
 BANCO DE INVESTIMENTO E DE DESENVOLVIMENTO DA CEDEAO

ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT (EBID), based in Lomé, Togolese Republic, is seeking to recruit qualified persons, who are citizens of the Community, to fill the following vacancy in the Professional Staff category:

Serial N°	Position	Main duties	Qualification, experience and skills
11	INTERNAL AUDIT OFFICER (Grade P3-1)	<p><u>Job summary</u></p> <ul style="list-style-type: none"> ▪ The successful candidate shall, under the supervision of the Head of Internal Audit and Norms, assist in carrying out missions in all the entities of the Bank and in preparing observations and recommendations with the objective of enhancing internal control measures. ▪ Provide independent and objective assessments and audit information on the Bank's financial, operational, administrative, and technical activities. ▪ Ensure that the internal control systems implemented by the Bank are functional and effective in safeguarding its assets. ▪ Ensure compliance with the agreements, rules, policies and procedures governing the Bank to ensure that the Bank's objectives are met; detect and prevent irregularities and fraud by conducting investigations. ▪ Ensure the implementation of audit recommendations and independent evaluations to address control weaknesses and advise Management appropriately. <p><u>Duties</u></p> <ul style="list-style-type: none"> ▪ Participation in the development of the Audit Plan; ▪ Verification of the activities and of the general operations of the Institution in relation to internal control measures; ▪ Participation in audit missions ; ▪ Evaluation of financial risks, counter-party risks, operational risks and non-compliance risks inherent with banking activities; ▪ Carrying out internal investigations supported by management proposals and recommendations; ▪ Analysis of the relevance of the internal controls in place, their effectiveness and efficiency in preventing and/or detecting errors and irregularities; ▪ Following up of recommendations; ▪ Assisting in the prevention and reduction of financial and / or operational risks; ▪ Drafting of periodic reports on assignments carried out for reporting to auditees and governing bodies; ▪ Participation in the continuous improvement of audit procedures and programs; <ul style="list-style-type: none"> ▪ Guiding, advising and directing the audit assistants in the accomplishment of their audit missions and ensure compliance with the established schedules; ▪ Execution of all other tasks assigned by the Head of Department. 	<p>A Master's Degree from a university, business school or engineering school in audit, finance, accounting, management or any other equivalent degree;</p> <p>At least five (5) years of professional experience in an auditing or accounting firm or in the field of auditing in a financial institution;</p> <p>Ability to carry out audit in operational areas and on the accounting and financial process based on a strict methodology consistent with existing norms in the profession;</p> <p>Analytical skills, and ability to draft observation reports backed by relevant recommendations on the organisation, management procedures, information system;</p> <p>Bilingual with proficiency in at least two official ECOWAS languages (English, French or Portuguese).</p> <p>Good interpersonal skills and ability to understand complex environment and mobilizing the audited entities around the recommendations made.</p>

- **OTHER REQUIREMENTS**

- Be a national of one of the ECOWAS Member States;
- Must not be above 45 years at the time of recruitment;
- Have sound knowledge of computer tools (Word, Excel, Access and Power Point);

- **APPLICATION MUST INCLUDE THE FOLLOWING:**

- A detailed curriculum vitae,
- A cover letter,
- Copies of academic and professional certificates,
- A copy of national identity card or passport,
- A copy of birth certificate.

Interested candidates should submit by email, their applications to recrutbidc@bidc-ebid.org, no later than March 31, 2023 with the subject “**2023 RECRUITMENT PROGRAMME**”.

N.B.: Only shortlisted candidates will be invited for interview. EBID reserves the right to withdraw the notified vacancy or offer position at a lower grade. Female applications for EBID jobs are strongly encouraged.