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SECTION A: POSITION DETAILS

A.1 Post Identification

Position Title	Director: Internal Audit
Position Reporting to:	Finance, Risk and Audit Committee Chairperson and dotted line to the CEO
Role Description Approved by:	CEO & WUC Board
Role Description Version:	1.0

SECTION B: POSITION PURPOSE AND OUTPUTS

B.1 Position Purpose

Strategic leadership - as a member of WUC executive team, contributes to attainment of the strategy of the Corporation, by leading development and execution of internal audit strategies and programmes to achieve and maintain sound internal controls and governance.

This role provides independent and objective assurance and consulting services to both



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the Board and Management designed to improve governance and operational efficiency, whilst reducing risk.

Position Key Responsibilities

<p>Development of Internal Audit Plans</p>	<ul style="list-style-type: none"> Leads and directs development and implementation of a comprehensive risk based internal audit plan and agenda to evaluate the effectiveness of internal controls, determine compliance with policies, procedures and regulations and make recommendations to increase efficiency or effectiveness of the organization's control systems. Sets and defines the appropriate risk-based methodology, including any risks or control concerns identified by WUC Board, Shareholders , Management or external auditors.
<p>Internal Audits, Consulting and Advisory Services</p>	<ul style="list-style-type: none"> Develop and establish a quality assurance program to ensure that appropriate quality controls are in place and that audits are conducted in accordance with accepted auditing standards Provide consultancy services by advising Management and the Board on risks related to strategic initiatives, new operational and financial systems including potential evolving business needs as well as compliance matters. Oversee the delivery of consulting and advisory services provided by the Audit team.
<p>Reporting and Governance Structures</p>	<ul style="list-style-type: none"> Establish the appropriate governance structures Develop the terms of reference for all audit governance structures Define the reporting requirements for internal and external stakeholders (Board & Shareholders) in order to ensure that the audit team timeously highlights the relevant risk areas. Report periodically to the Board on the status and results of the annual audit plan. Report the results of an internal audit quality assurance and improvement program to the Board and Corporation's Management team.



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	<ul style="list-style-type: none"> • Commission the assessment every five (5) years by qualified independent reviewer or review team from outside of WUC. • Report on emerging trends and successful practices in internal auditing. • Report on regulatory pronouncements and issues affecting internal audit.
Risk Evaluation & Assurance	<ul style="list-style-type: none"> • Sets the direction for the identification of factors that give rise to risk areas through an assessment of the corporation's processes and control environment. • Accountable for the evaluation of internal controls to determine if any material weakness or significant deficiency exists and formulates recommendation.
Integrity Assurance	<ul style="list-style-type: none"> • Directs and commissions the execution of internal investigations to address any Governance, Risk and Compliance incidents. • Set the strategy and approach for the execution of fraud investigations. • Manages the relationship with appointed independent specialist firms. • Reviews the plans emanating from the findings of the independent investigate experts. • Oversees the resolution of all fraud audit exceptions.
People Management & Functional Effectiveness	<ul style="list-style-type: none"> • Accountable for resourcing the Internal Audit functional unit with capable and competent staff members, charged with executing business strategy and maintaining operational integrity. • Holds first line managers accountable for managerial work, including selection, performance management and talent management. • Develops Managers and specialists under supervision directly and indirectly • Accountable for the management of talent and succession pipeline for the Internal Audit Job Family. • Manages service delivery through other managers and their teams. • Oversees effective deployment of systems and tools to ensure that knowledge is managed efficiently for continuous improvement.



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	<ul style="list-style-type: none"> • Recognizes and rewards high performance; respects and promotes diversity • Promote & cultivate an enabling environment for employee wellness by supporting the execution of wellness programmes as well as enforcing line manager/supervisor responsibility for employee well being at WUC. • Conduct all administrative reporting including, but not limited to, budget management, procurement coordination, organizational policy development, and staffing and personnel administration.
Financial Management	<ul style="list-style-type: none"> • Leads the development and administration of the Department's budget • Approves the forecast of funds needed for the Department • Ensures adherence to approved budget • Implements measures to analyze and improve the Department's cost management efficiencies • Minimise cost to the Corporation by coordinating Internal Audit activities with other internal and external providers of relevant assurance and consulting service to ensure proper coverage, budget management, effective performance and minimum duplication work effort.
Compliance & Governance	<ul style="list-style-type: none"> • Ensures consistent and equitable administration and compliance with functional/practice policies • Ensure the adherence to relevant labour practices. • Supervision of the functional unit and ensure early detection and resolution of Statutory, Regulatory compliance requirements • Execute all Audit exceptions and ensure the implementation of preventative measures in the unit. • Active management of the identified top 5 Internal Audit risks in Internal Audit Department
Culture	<ul style="list-style-type: none"> • Live and exemplify the WUC values • Drive a high performance culture • Promote 360 feedback within the unit.



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B.2 Position Outcomes & Measures

- Effective internal & external stakeholder engagement and management
 - Satisfactory stakeholder feedback
- Quality assurance & Improvement programme
 - Quality of recommendations
 - Effectiveness of recommendations, once implemented
 - % completed audits vs. planned
 - Cost savings related to audit plan
 - Enabling Process changes related to audit recommendations
- Internal Assessment
 - Risk Based Audit Plan
 - Risk coverage
 - Audit Committee Reports
- Policies & Procedures
 - Adequate audit policies for WUC market and industry
 - Annual review of policies
 - Extent to which policies and procedures are being applied by internal audit staff
- Positive Independent Audit Reports
- Audit Assurance (Protection of shareholder value through an improved control environment, Timely and effective identification of key business risks)

B.3 Level of Work

- Director of Function

B.4 Subordinates (Direct and Indirect) & Budget Responsibility

Subordinates:

- **Direct: 3**
- **Indirect: 7**

Budget Responsibility:

- TBC



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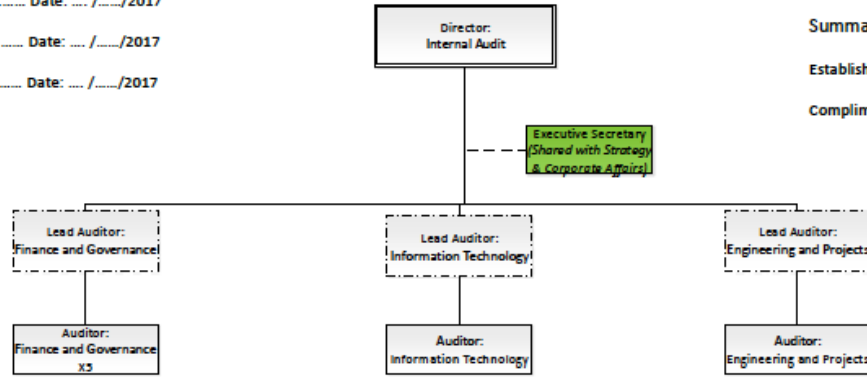
Organisational Structure:

Approval:

HOD: Date: ... / ... / 2017

HRD: Date: ... / ... / 2017

CEO: Date: ... / ... / 2017



Summary:

Establishment: 11

Compliment:..



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SECTION C: POSITION INPUTS

(Skills relevant to the job include education or experience, specialised training, personal characteristic or abilities)

C.1 Qualifications and Experience

Qualifications:

- A Bachelor's Degree in Commerce, Accounting, Auditing or related field
- ACCA/CIMA/CIA/CISA/BICA/CA professional qualification
- Membership of internationally recognized institutions for Accountants or Auditors

Experience:

- 7 years experience including 5 years' management level experience developing, controlling and administering financial and operational audits

C.2 Knowledge and skills

- Understanding of good governance principles, (Companies act and King III, shareholders compact)
- Good understanding of the International Internal Auditing Professional Practices Framework
- Understanding of functioning and operations of audit committees
- Understanding of risk management principles
- Understanding of the Botswana legislative framework/landscape
- Knowledge of relevant acts (E.g. WUC Act)

C.3 Technical Competencies

- Development of Risk Based Internal Audit Plans
- Internal Audits, Consulting and Advisory Services
- Reporting and Governance Structures
- Risk Evaluation and Assurance
- Integrity Assurance

C.3 Personal Mastery Competencies required for the position



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Leadership Competencies	
Visioning and Strategic Alignment	Shapes the vision and strategies and values of the organisation.
Systems Thinking	Applies systems thinking in collaborations in order to advance organizational and systemic change.
External Collaboration	Multi-stakeholder co-created solutions
Social Innovation	Organization and system change
Core Competencies	
Service Delivery Excellence	Provides cross-functional leadership for setting and exceeding service standards.
Sustainability Literacy	Social purpose and embedment knowledge.
Environmental Health & Safety	Models EHS standards to minimize risks
Behavioural Competencies	
Honest Communication	Communicates strategically
Customer Centricity	Considers the strategic direction of client focus
Teamwork	Builds bridges between teams that foster interdepartmental optimisation
Embrace Diversity	Develop diverse, inclusive and strategically aligned working culture
Ethics & Integrity	Sets high ethical standards and leads by example.
Resource Optimisation	Strategically aligns the processes, systems and resources of the organisation to achieve maximum value

C.4 Physical / Mental requirements of the Position

None specified.

C.5 Special conditions attached to the Position

Should have a valid driver's license