



FAWE Regional Secretariat

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- 📮 PO Box 21394-00505, Ngong Road, Nairobi, Kenya.
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JOB ADVERTISEMENT

FAWE: DIRECTOR, INTERNAL AUDIT & RISK MANAGEMENT

About FAWE

The Forum for African Women Educationalists (FAWE) is a pan-African Non-Governmental organisation that operates through 34 National Chapters to promote gender equity and equality in education in Africa by fostering positive policies and attitudes towards girls' education.

Overview of FAWE's Vision and Internal Audit Work

FAWE is a renowned thought leader in girls' and young women's education in Africa. FAWE facilitates access to quality education and training opportunities for girls and women across Africa to develop relevant skills to achieve their full potential in all realms of life. The Internal Audit and Risk Management Unit will provide assurance and advisory services to enhance operational efficiency, internal controls, and risk management processes. The unit will ensure compliance with internal policies, applicable laws, and international best practices.

Position Summary: FAWE seeks to recruit an experienced Director, Internal Audit & Risk Management at the Regional Secretariat in Nairobi to support the organization in achieving its strategic objectives by systematically evaluating and improving the effectiveness of risk management, control, and governance processes.

This role is instrumental in ensuring compliance, mitigating risks, and supporting the organization in achieving its strategic objectives. The successful candidate will have a unique opportunity to contribute to FAWE's mission by ensuring robust financial governance and risk management frameworks, ultimately supporting sustainable and impactful operations.

Contract Type: This position is on a fixed contract for five years with the possibility of extension based on the availability of funding and individual's performance.

Location: The Director, Internal Audit & Risk Management, will be based in the Regional Office in Nairobi, with frequent travel across the region.

Reporting to: Functionally to the Audit and Risk Committee of the Board and administratively to the Executive Director.

Functional Relationships: All Units within FAWE, FAWE's 34 National Chapters, Civil Society Organizations, and regional and sub-regional policy bodies, among others.

Direct Reportees: None at this time, however, the structure at Internal Audit and Risk Management Division may be reviewed and adjusted in the future based on evolving organizational and divisional needs



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Key roles and responsibilities:

- Execute and oversee the full audit cycle, including risk assessment and control evaluation, ensuring operational effectiveness, financial reliability, and compliance with relevant directives and regulations.
- Develop and implement an annual risk-based audit plan, defining audit scope and objectives.
- Collect, analyze, and evaluate financial records, audit reports, data, and process workflows.
- Prepare and present comprehensive audit reports outlining findings, risks, and recommendations for process improvements.
- Provide objective, independent advice to management to support compliance, governance, and operational excellence.
- Identify control weaknesses, recommend risk mitigation strategies, and identify cost-saving opportunities.
- Maintain continuous communication with senior management and the Audit & Risk Committee to ensure transparency and accountability.
- Document audit processes and prepare audit findings memorandums for review and action.
- Conduct follow-up audits to assess the implementation and effectiveness of corrective measures.
- Stay updated on industry regulations, best practices, audit methodologies, and performance standards.
- Ensure compliance with internal policies, regulatory requirements, and established control protocols.
- Review financial statements, reports, and other documentation to verify accuracy and reliability.
- Reconcile financial records with actual inventory and asset documentation to prevent discrepancies.
- Maintain audit records and ensure proper documentation of audit findings for internal reference.
- Conduct ad hoc investigations into identified or reported risks and anomalies.
- Oversee risk-based audits of operational and financial processes to identify vulnerabilities.
- Ensure timely, complete, and accurate reporting of audit findings to management and the Audit & Risk Committee.

Qualification Requirements

- Bachelor's degree in Internal Auditing, Financial Accounting, Financial Management. A master's degree will be an added advantage.
- Minimum of 12 years of proven experience as an Internal Auditor or Senior Auditor.
- Advanced proficiency in MS Office, accounting software, and data analytics tools.
- Strong ability to analyze large datasets and generate detailed reports.
- Thorough knowledge of auditing standards, regulatory requirements, and risk management frameworks.
- Exceptional attention to detail and strong analytical skills.
- Accreditation with the Institute of Internal Auditors (IIA) is required.
- Strong problem-solving abilities and strategic thinking capabilities.
- Excellent verbal and written communication skills, with the ability to articulate audit findings effectively.



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- Ability to manage multiple tasks efficiently in a high-pressure environment.
- The ability to influence and engage stakeholders at all levels and potentially lead teams or projects.
- Strong interpersonal skills, with the ability to work both independently and collaboratively within a team.
- Adaptability to evolving organizational needs and industry standards.
- Willingness to travel frequently within Africa to conduct audits and risk assessments.

Personal Attributes

- **Proactive Mindset:** A forward-thinking approach to identify and address potential risks before they impact the organisation.
- **Attention to Detail:** A keen eye for detail to ensure accurate risk assessments and effective controls.
- **Adaptability:** The ability to thrive in a dynamic environment and adjust to changing circumstances and priorities.
- **Self-Motivated:** The ability to work independently and take initiative to improve risk management processes.
- **Resilience:** The ability to handle pressure and remain calm under stressful situations.
- **Business Acumen:** A good understanding of the organization's business and industry to effectively assess and manage risks.
- **Ethical Conduct:** Adherence to ethical principles and maintaining confidentiality.
- **Continuous Improvement:** A commitment to staying current with risk management best practices and continuously improving processes.
- The ideal candidate must demonstrate a high level of cultural competence and adaptability when interacting with individuals from diverse backgrounds, generations, and perspectives. This includes the ability to communicate respectfully and effectively across cultural, ethnic, generational, and socio-economic boundaries.

Languages

- Fluency in English is required.
- Working Knowledge of French would be an added advantage.

Application Procedure

Review of applications will begin as soon as they are received, and only complete applications will be reviewed. If an outstanding applicant is identified early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible opportunity. Please fill the application form via the link <https://forms.office.com/r/Fya10CkKbf> and submit a detailed CV and a Cover letter to the Executive Director via email address recruitment@fawe.org with the subject line "FAWE Director, Internal Audit & Risk Management" by the latest **3rd June 2025**.